



Town of Arlington Board of Selectmen

Meeting Agenda

June 29, 2015

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

CONSENT AGENDA

1. Minutes of Meetings: June 8, 2015; June 18, 2015
2. Request: Contractor/Drainlayer License
Pave Tech LLC, Newton, MA
3. Request: Contractor/Drainlayer License
Joseph P. Cardillo & Sons, Inc., Wakefield, MA
4. Request: Contractor/Drainlayer License
G. W. Gately Inc., Woburn, MA
5. REAPPOINTMENTS (terms to expire 6/30/2018)
 - Board of Library Trustees
 - Heather Calvin
 - Diane Gordon
 - Board of Youth Services
 - Cynthia Sheridan
 - Commission on Disabilities
 - Kerrie Fallon
 - Michael Rademacher
 - Council on Aging
 - Mara Klein Collins
 - Richard Phelps
 - Human Resources Board
 - Sheila Rawson
 - Park & Recreation Commission
 - Jennifer Rothenberg
 - Donald Vitters

PUBLIC HEARINGS

6. 7:15 p.m. Mystic View Terrace
 - a) Request: Repair to Private Way
 - b) Betterment Order
7. Presentation: Opiate Crisis in MA and Local Response
 - Frederick Ryan, Chief of Police
 - Marian Ryan, District Attorney

APPOINTMENTS

8. Board of Youth Services
Roblyn Anderson Brigham, Ph.D.
(term to expire 6/30/2018)
9. Arlington Historic District Commissions (terms to expire 6/30/2018)
Margaret Capodanno (Avon Place District)
At-Large Members
Marshall Audin ((Architect)
Stuart A. Lipp
Carol S. Tee

LICENSES & PERMITS

10. Request: Change of Manager - All Alcohol License
Not Your Average Joe's Inc., 645 Massachusetts Avenue, David Chambers
(tabled from 5/18/15 and 6/8/15 meetings)
11. Request: Class II License
Arlington Auto Brokers, 1211 Massachusetts Avenue
Ali A. Mohammadi & Amon P. Mohammadi
12. Request: Common Victualler License
BNB Food Corporation d/b/a THANA Thai Kitchen
882A Massachusetts Avenue
Chawalit Kaivasang & Banditt Thanapermsuk
13. Request: Common Victualler License
B&K Enterprise Inc. d/b/a Olympic Pizza, 173 Massachusetts Avenue
Ashok Kumar

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

14. Approval: Side Walk Sale on Broadway Plaza July 11, 2015 9:00 am to 4:00 pm
Barbara Maffeo
15. Discussion: (a) 2015 Commercial Vacancy and Business Trends Report
(b) 2015 Employment Trends Report
Ted Fields, Economic Development Planner
16. Endorsement: Bike Facility Design Guide
Wayne Chouinard, Town Engineer, TAC Member
17. Update and Proposal: FY2016 Water/Sewer Rates - Seasonal Rates - Water Meter Replacement/Building Inspection Program
Adam W. Chapdelaine, Town Manager
Michael Rademacher, Director of Public Works
18. Approval: Comptroller Contract
Kevin F. Greeley, Chair

19. Approval: Suspension of Meters in Municipal Lots
Steven M. Byrne, Selectman
20. For Approval: Intermunicipal Agreement - Winchester - Veterans Service District
Adam W. Chapdelaine, Town Manager
21. Discussion: Future BoS Meetings
22. For Discussion and Approval: Minuteman School Building Statement
Adam W. Chapdelaine, Town Manager
23. For Approval: FY2015 End of Year Interdepartmental Transfers
Adam W. Chapdelaine, Town Manager

CORRESPONDENCE RECEIVED

Special Award to Board of Selectmen for Supporting the ARMUN Program

Isabella Liu, Director-General ARMUN HS Club

MassHousing 30-Day extension on the proposed Thorndike Place Application

Gregory P. Watson, AICP, Manager of Comprehensive Permit Programs

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of Bos July 13, 2015



Town of Arlington, Massachusetts

Minutes of Meetings: June 8, 2015; June 18, 2015

ATTACHMENTS:

Type	Description
 Reference Material	Draft Minutes 6.8.15
 Reference Material	Draft Minutes 6.18.15

**TOWN OF ARLINGTON
BOARD OF SELECTMEN**

Meeting Minutes
Monday, June 8, 2015
7:15 P.M.

Present: Mr. Greeley, Chair, Mrs. Mahon, Vice Chair, Mr. Dunn, Mr. Curro and Mr. Byrne
Also present: Mr. Chapdelaine, Mr. Heim and Mrs. Krepelka

1. Introduction of Andrea Nicolay - Library Director
Adam W. Chapdelaine, Town Manager

Mr. Chapdelaine introduced Ms. Nicolay to the Board. The Board congratulated Ms. Nicolay and wished her well in her new position.

CONSENT AGENDA

2. Minutes of Meetings: May 11, 2015; May 18, 2015
Mrs. Mahon moved approval of May 11, 2015 Minutes SO VOTED (5-0)
Mr. Dunn moved approval of May 18, 2015 with one correction. SO VOTED (4-0)*
* Mr. Curro was absent from meeting.

3. Request: Contractor/Drainlayer License
Vanaria & Sons Site Development, Inc., Waltham, MA
Mrs. Mahon moved approval subject to all conditions as set forth. SO VOTED (5-0)

APPOINTMENTS

4. Introduction: Newly Appointed Arlington Veterans Council Committee Member
Jeff Melton (term to expire 1/31/2018)
The Board thanked Mr. Melton for his volunteering to serve on the Veterans Council. Mr. Melton could not attend the meeting of May 18th when all the members of the Committee were approved.

5. Public Memorials Committee
William F. Copithorne
(term to expire 6/2017)
Mrs. Mahon moved approval. SO VOTED (5-0)

LICENSES & PERMITS

6. Request: Change of Manager - All Alcohol License
Not Your Average Joe's Inc., 645 Massachusetts Avenue, David Chambers

(tabled from 5/18/15 meeting)
Manager did not attend and will be attending the June 29th meeting.

EMERGENCY ADDENDUM

1. Vote: Revised Sidewalk Cafe Permit Regulations

Douglas W. Heim, Town Counsel

Mrs. Mahon moved approval.

SO VOTED (5-0)

Mr. Byrne thanked all Town Departments involved with putting together the new Sidewalk Cafe Permit Application. He feels it took quite a lot of work and effort and he really appreciates it.

7. Permit Request: Sidewalk Cafe Permit

The Madrona Tree, 315 Broadway, Tanya Abraham

Ms. Abraham was unable to attend meeting because of a prior commitment. Mr. Ted Fields, Economic Developer, Planning Dept. spoke on her behalf.

Mr. Dunn moved approval subject to all conditions as set forth by the Planning Dept.

on plan submitted with application.

SO VOTED (5-0)

8. Permit Request: Sidewalk Cafe Permit

The Common Ground, 319 Broadway, Bob O'Guin Jr.

Mr. Curro stated he did not want them to be encroaching on the CVS property. Mr. Fields stated that Ms. Kowalski had spoken to the manager of CVS, and he is very supportive of the outdoor seating.

Mr. Michael Ruderman, 9 Alton Street, thanked the Board for putting all material on the Website, but feels the \$50.00 permit fee is inadequate. He also asked the Board to revise the permit to 10:00 p.m. seven (7) nights per week. As an abutter, he has had to endure 3:00 a.m. trash pickups and parking all day and night on Alton Street.

Robert Radochia, 45 Columbia Road, stated he is happy to see they reduced the seating (if by only three tables) but still feels the fee of \$50.00 is outrageous.

Ted Peluso, 438 Mass. Ave., likes the idea very much but really believes some pricing that makes sense should be looked at.

Mrs. Mahon stated she would be willing to look at fee structure for next year.

Mr. Chapdelaine stated he would look into the permit cost and report back to the Board before the renewals are done in December for 2016. He also stated the Town is only allowed to charge what it costs to produce the permit.

Mrs. Mahon moved approval subject to all conditions as set forth by the Planning Dept. on plan submitted with application.

SO VOTED (5-0)

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. **It should be noted that there is a three minute time limit to present a concern or request.**

There were no matters presented for consideration of the Board

TRAFFIC RULES & ORDERS / OTHER BUSINESS

9. For Approval: Arlington International Film Festival Banners
April Ranck, Executive Director, AIFF
(tabled from 5/18/15 meeting)

Ms. Ranck stated she feels that they are good ambassadors for Arlington and stated that ATED will have a table in the lobby of the Festival for eight days. She expressed her sincere appreciation for the support she has received from the Town of Arlington and the many organizations and businesses as well as individuals over the past four years. The Arlington International Film Festival approaches its 5th year of production and ATED has committed their support of this year's AIFF KICK-OFF, scheduled for September 25th at the Arlington Town Hall.

Mr. Curro stated that ATED has co-sponsored the Arlington Based Program.

Mrs. Mahon stated she is willing to approve said request this year but next year she would approve only banners that have Arlington's interest.

Mr. Dunn stated after listening tonight he will be supporting this request.

Mr. Byrne stated he feels the Town will have a chance to benefit a great deal from this festival and is happy to support this request.

Mr. Ted Peluso, 438 Mass. Ave., stated this a great entrepreneur and ATED agreed to support these banners.

Mr. Tom Davidson, Chair of Arlington Alive, stated he supports this and wonders why we would want to send people out of Town. He feels it is an opportunity for Arlington ambassadors to get our name out there.

Mr. Curro moved approval subject to all conditions as set forth.

SO VOTED (5-0)

10. For Approval: 17th Annual Feast of the East, June 13th
Jan Whitted, Capitol Square Business Association
Mrs. Mahon moved approval subject to all conditions as set forth.

SO VOTED (5-0)

11. For Approval: Arlington Alive Summer Arts Block Party, Saturday, June 20

- a) Restrictions and street closure from 10:00 a.m. to 6:00 p.m. on Broadway @Massachusetts Avenue, Broadway @Alton Street, and Broadway before the Fire Station
- b) Performances and booths on Broadway Plaza
- c) Use of parking spaces on Broadway in front of the Veterans' Memorial
- d) Temporary bus stop to be located on the Massachusetts Avenue side of the Veterans' Memorial
- e) Hanging of twelve pole banners in Arlington Center
- f) Suspension of parking fees in the Russell Common Lot

Tom Davison, Arlington Committee on Tourism and Economic Development

Mr. Curro moved approval subject to all conditions as set forth.

SO VOTED (5-0)

12. Discussion: Project Eligibility Application and Oaktree Development Proposed 40B Project at the Mugar Site with Special Counsel Jon Witten & Approval of Request for Extension of Time to Mass Housing.

Douglas W. Heim, Town Counsel

Mr. Heim stated that the Selectmen will be sending a letter to Mass. Housing asking for an extra 60 days to respond to a 40B application from developers of the Mugar Site.

Jon Witten, an Attorney and 40B expert, spoke to the Board about what the next steps are. Mr. Witten stated he would help the Town pursue ways to successfully fight to stop the project by making one or a number of cases to the state. One case being that Arlington has enough affordable housing to be exempt from 40B or that the Town can block construction on some other legal grounds including power to enforce certain zoning rules.

Mr. Witten suggested that the Board and Town Officials visit the site (Thorndike Field) scheduled for Tuesday, June 23 at 10:00 a.m.

Mr. John Belskis, 196 Wollaston Avenue, stated that he was thrilled the Town appointed Attorney Witten to represent the Town. He feels that the Town has reached our 1.5 percent for affordable housing units. Mr. Belskis figures are based on land map figures and he stated he would be very happy to talk to the Planning Dept. and Town Manager regarding his figures.

Mr. Dunn moved that the Chairman send a letter to Thomas Gleason, Executive Director of Mass. Housing, asking for the 60 day extension.

SO VOTED (5-0)

13.. For Approval: Designation of Board Liaison on Mugar Issue

Kevin F. Greeley, Chair

Mr. Greeley nominated Mrs. Mahon as the Board's Liaison on the Mugar Issue.

SO VOTED (5-0)

14. For Approval: Memorial for James Robillard

Steven M. Byrne, Selectman

The Board voted to name Summer St. Field after James Robillard, a beloved baseball coach and member of our Parks and Recreation Commission.

Mr. Byrne stated he has fond memories playing for "Robes" growing up.

Mr. Byrne moved approval. SO VOTED (5-0)

15. For Approval: Site of Bobby Mac Memorial
Adam W. Chapdelaine, Town Manager

Mr. Dunn moved approval subject to all conditions as set forth. SO VOTED (5-0)

- 16.. For Approval: Appointment of CPAC Screening Committee Members and Position
Posting

Adam W. Chapdelaine, Town Manager

The following Board members nominated the following residents to be appointed to the CPAC Screening Committee Members:

Daniel Dunn -- Brian Rehrig

Joseph Curro - Thomas Michelman

Diane Mahon - George Laite

Steven Byrne - Michael Baker

Kevin Greeley - Charles Foskett

The appointments will be for one (1) year, two (2) for two years and one (1) for three year terms

The Board also approved the Position Posting.

Mrs. Mahon moved approval. SO VOTED (5-0)

17. For Discussion: Master Plan Implementation Committee

Adam W. Chapdelaine, Town Manager

The Committee is charged with carrying out the completed document outlining plans for zoning, housing, public space and local concerns.

Mr. Chapdelaine state he would post openings for the Committee this week.

Mrs. Mahon moved approval. SO VOTED (5-0)

18. For Approval: Professional Development Expense for Town Manager

Adam W. Chapdelaine, Town Manager

The Board voted to approve payment of tuition (\$2,500.) for a course at the Havard School of Public Health entitled Executive Education for Sustainability Leadership.

Mr. Byrne moved approval. SO VOTED (5-0)

CORRESPONDENCE RECEIVED

Massachusetts Legislature Voting

Rich Green, Chairman, Massachusetts Fiscal Alliance

Mrs. Mahon moved receipt of Correspondence Received. SO VOTED (5-0)

NEW BUSINESS

Mr. Chapdelaine stated he will be attending the Rotary Club Dinner Tuesday evening. He will be presenting the Paul Harris Award to Charles Foskett and wanted everyone to know that Chairman Kevin Greeley will be the Guest Speaker.

Mr. Byrne stated he attended the Greek Festival this weekend and had a great time. He also wanted to congratulate the graduating seniors at Arlington High School and Arlington Catholic for all their accomplishments.

Mrs. Mahon announced that the Varsity Cheerleaders will be having a car wash on Saturday, June 13th, from 9:00 a.m. to 2:00 p.m. in front of the Auditorium at Arlington High School. Mrs. Mahon also commended the Arlington Police Department for their excellent work Saturday night regarding the shootings at Thorndike Field. She also stated that she was truly impressed that Mr. Chapdelaine showed up at 11:00 p.m. and once again it shows another statement of his commitment to the Town. Mr. Chapdelaine stated the Town is going to address the homeless population living in the area. He said Arlington and Cambridge Police Departments and the Health & Human Services Dept. plan to give the homeless population a deadline to leave before the Public Works Dept. employees remove their belongings. At the same time, the departments plan to direct the individuals to shelters and treatment facilities.

Mr. Greeley also stated he is extremely proud of what the Police Department does for the Town of Arlington.

Mrs. Mahon moved to adjourn at 9:40 p.m.

SO VOTED (5-0)

6-8-15

DOCUMENTS

Agenda Item	
1	Introduction of Andrea Nicolay-Library Director-Adam Chapdelaine
2	Minutes of Meetings: May 11, 2015; May 18,2015
3	Request: Contractor/Drainlayer Vanaria & Sons

4	Introduction: Newly Appointed Arlington Veterans Council Member Jeff Melton
5	Public Memorials Committee-William Copithorne
6	Request:Change of Manager-Not Your Average Joe's-David Chambers
7	Permit Request-Sidewalk Cafe Permit-Madrone Tree-Tanya Abraham
8	Permit Request Sidewalk Cafe Permit-The Common Ground-Bob OGuin Jr.
9	For Approval: Arlington International Film Festival Banners-April Ranck
10	For Approval: 17th Annual Feast of the East-Jan Whitted
<u>11</u>	For Approval: Arlington Alive Summer Arts Block Party-6/20/15
12	Memorial for James Robillard
13	Approval Site of Bobby MacMurray
14	<u>Appointment of CPAC Screening Committee</u>
15	Master Plan Implementation
16	Professional Development Expense

**TOWN OF ARLINGTON
BOARD OF SELECTMEN**

Meeting Minutes
Thursday, June 18, 2015
7:00 PM

Present: Mr. Greeley, Chair, Mrs. Mahon, Vice Chair, Mr. Dunn, Mr. Byrne and Mr. Curro, Jr.
Also present: Mr. Chapdelaine and Mrs. Sullivan
Absent: Mr. Heim

1. Consideration of Appointment of Town Comptroller

Kevin F. Greeley, Chair

Mr. Greeley began the interview by thanking the screening committee and introducing the top finalist Richard Viscay. Mr. Greeley outlined that there were 19 applicants, 7 candidates for interview and 3 assessment/interview candidates and one/top candidate to put forward for consideration and vote.

Mr. Andrew Flanagan, Deputy Town Manager, explained the assessment process utilized during the interviews, which included a writing sample, knowledge and financial municipal information testing and Munis/accounting information. Mr. Flanagan reported to the Selectmen that Mr. Viscay was evaluated as proficient during the assessment.

Mr. Richard Viscay stated to the Selectmen that he appreciated being the candidate before them and thanked the interview committee. Mr. Viscay said he looked forward to joining the team in Arlington and believed it would be a great fit for himself and the community. Each Selectman then asked a few questions before discussing Mr. Viscay's consideration to appointment as Comptroller. Mr. Chapdelaine and Ms. Cove stated they both fully support Mr. Viscay as the candidate for Comptroller.

Mr. Dunn moved approval to appoint/ hire Mr. Viscay as Comptroller. SO VOTED (5-0)

2. Vote: Authorize Chair to Negotiate Contractual Terms with Comptroller

Kevin F. Greeley, Chair

Mrs. Mahon moved approval that Mr. Greeley to negotiate contractual terms for the Comptroller.

SO VOTED (5-0)

Mrs. Mahon moved to adjourn at 7:55 p.m.

SO VOTED (5-0)

A true record: Attest

Mary Ann Sullivan
Selectmen's Office

Next Scheduled Meeting of BoS June 29, 2015

Agenda Item	Documents used
1	R. Viscay Cover Letter R. Viscay Resume
2	



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Pave Tech LLC, Newton, MA

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Reference Material	Engineering recommendation, Town application, Meeting notice

Kurt Kelley

From: Kurt Kelley [kpkelley@town.arlington.ma.us]
Sent: Monday, June 08, 2015 8:30 AM
To: 'Fran Reidy'
Cc: 'Eileen Messina'
Subject: Approved Contractor/Drainlayer Application
Attachments: Pave Tech LLC.pdf

RECEIVED
JUN 10 10 59 AM '15

Hi Fran,

Attached please find an application I have recently received from a contractor hoping to become licensed to work here in Town. Based on a review of their application and the provided references, the Engineering Division recommends issuance of a Drainlayer/Approved Contractor License to Pave Tech, LLC of Newton, MA.

I will be placing a hardcopy of their application and \$75 application fee into interoffice mail for you this morning. Please let me know if there is any further information I can provide you.

Thanks,
Kurt

**TOWN OF ARLINGTON
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**

51 GROVE STREET
ARLINGTON, MA 02476
PHONE: 781-316-3386
FAX: 781-316-3281
WEB



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☐ Water ☐ Sanitary Sewer ☐ Stormwater Drainage ☐ Sewer/Drain Inspection ☒ Driveway Work ☐ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: Pave Tech LLC

Select One: ☐ Corporation ☐ Partnership ☐ Proprietorship ☒ Other: LLC

Street Address: 27 Wendell Road **City/Town:** Newton **State:** MA

Primary Phone: (617) 964-7545 **E-mail:** pavetech@gmail.com

Length of Time in Business under the same Firm Name: 15 years

Full Name(s) of Principal(s): Eddie Henriquez

Primary Contact Person: Eddie henriquez

Experience/Previous Work

Nature of Typical/Standard Work: asphalt paving, driveways, parking lots

Have you ever performed this type of work in Arlington: ☐ Yes ☒ No

If Yes, Please provide Location: _____ **Approximate Date:** _____

Total Amount of such construction this year: _____

Total Amount of such construction last year: _____

Total Amount of such construction next previous year: _____

Municipal References - Please Attach Written Reference Letters

Municipality: City of Newton Engineering

Primary Contact Name: Darrell Azure **Email:** dazure@newtonma.gov

Municipality: Town of Dedham Public Works

Primary Contact Name: Joseph Flanagan **Email:** jflanagan@dedham-ma.gov

Municipality: Town of Brookline Building Department

Primary Contact Name: Frank DeAngelis **Email:** fdeangelis@brooklinema.gov

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Bank of America **Phone:** 888-287-4637

Federal Tax ID or Social Security #: _____

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: _____

Date: 6/1/15

Reset Form

Print Form

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 15, 2015

Eddie Henriquez
Pave Tech LLC
27 Wendell Road
Newton Center, MA 02459

Dear Mr. Henriquez:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, June 29th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka" followed by a small flourish.

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Joseph P. Cardillo & Sons, Inc., Wakefield, MA

ATTACHMENTS:

Type

Description

☐ Reference Material

Engineering recommendation, Town application and references, Meeting notice

From: "Kurt Kelley" <kpkelley@town.arlington.ma.us>
To: "Fran Reidy" <FReidy@town.arlington.ma.us>
Cc: "Eileen Messina" <EMessina@town.arlington.ma.us>
Date: 06/22/2015 08:11 AM
Subject: Approved Contractor/Drainlayer Application

Attached please find an application I have recently received from a contractor hoping to become licensed to work here in Town. Based on a review of their application and the provided references, the Engineering Division recommends issuance of a Drainlayer/Approved Contractor License to Joseph P. Cardillo & Sons, Inc. of Wakefield, MA.

I will be placing a hardcopy of their application and \$75 application fee into interoffice mail for you this morning. Please let me know if there is any further information I can provide you.

Thanks,

Kurt

Town of Arlington

Department of Public Works

Engineering Division

51 GROVE STREET

ARLINGTON, MA 02476

PHONE: 781-316-3386



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☒ Sewer/Drain Inspection ☒ Driveway Work ☒ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: JOSEPH P. CARDILLO & SON, INC.
Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: _____
Street Address: 1 MELVIN ST, STE D City/Town: WAKEFIELD, MA State: 01880
Primary Phone: 781-245-8095 E-mail: CARDILLO@JPCARDILLO.COM
Length of Time in Business under the same Firm Name: 93 YRS
Full Name(s) of Principal(s): MARK J. CARDILLO
Primary Contact Person: SAME

Experience/Previous Work

Nature of Typical/Standard Work: WATER/SEWER
Have you ever performed this type of work in Arlington: ☐ Yes ☒ No
If Yes, Please provide Location: _____ Approximate Date: _____
Total Amount of such construction this year: _____
Total Amount of such construction last year: _____
Total Amount of such construction next previous year: _____

Municipal References - Please Attach Written Reference Letters

Municipality: _____
Primary Contact Name: _____ Email: _____
Municipality: _____
Primary Contact Name: _____ Email: _____
Municipality: _____
Primary Contact Name: _____ Email: _____

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: PETE JOHNSTON, THE SAVINGS BANK Phone: 781-224-5309
Federal Tax ID or Social Security #: _____
Note to Town Staff: Redact Social Security # before releasing document
Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: _____

Date: 6-10-15

Reset Form

Print Form



TOWN OF
STONEHAM

MASSACHUSETTS 02180

Public Works Department
16 Pine Street

781-438-0760

Fax 781-438-8183

June 12, 2015

TOWN OF ARLINGTON

51 Grove St
Arlington, MA

Letter of Recommendation for Joseph P. Cardillo & Sons, Inc.

To Whom It May Concern;

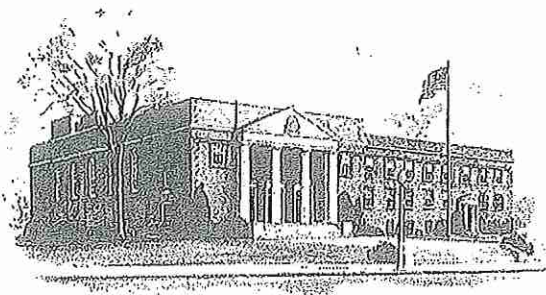
I have worked with Mark Cardillo and his personnel for 25 years. During this time he was awarded contracts to install water and drain projects within the Town of Stoneham. Mark and his personnel were always professional and cooperative in dealing with our residents. The work was completed to the specifications both efficiently and neatly within the scheduled timeframe.

Based on his performance and professionalism, I do not hesitate to recommend Mark, Joseph P. Cardillo & Sons, Inc. for a Drain Layers License.

If you should any questions, please do not hesitate to contact me at 781-507-2577 or RRadigan@stoneham-ma.gov

Sincerely,

Robert G Radigan
Licensed Water & Sewer Foreman
Town of Stoneham



TOWN OF
STONEHAM
MASSACHUSETTS 02180

Public Works Department
16 Pine Street

781-438-0760
Fax 781-438-8183

Robert E. Grover P.E.
Director of Public Works
16 Pine Street
Stoneham, MA 02180

June 12, 2015

Town of Arlington
51 Grove Street
Arlington, MA 02474

Letter of recommendation for Joseph P. Cardillo & Son, Inc.

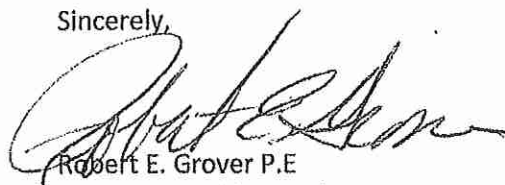
To whom it may concern,

The town of Stoneham has publicly bid and awarded two drainage contracts to Joseph P. Cardillo & Son, Inc in the past six years. The most recent contract was awarded and constructed in 2014 on a major cut through road in town resulting in the need for an accelerated construction schedule. Mark Cardillo personally oversaw the operations and made daily contact with our office to provide updates on the day's operations and planned activities for the following day. The area had numerous utility crossings and parallel runs. Utility relocations including but not limited to water mains, water services, sewer mains and sewer services were required in order to properly install the drainage system. Work was performed per the specifications both neatly and efficiently resulting in substantial completion almost one month ahead of schedule. Attached are photographs of the site conditions encountered.

Based on past performance I would not hesitate to recommend Joseph P. Cardillo & Son, Inc for a Drain Layers License or award of a publicly bid contract.

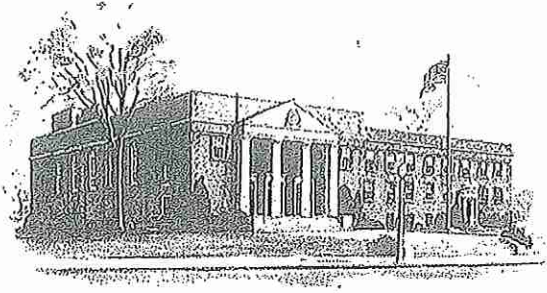
If you should have any questions or desire additional information please contact me at 781-438-0760.

Sincerely,



Robert E. Grover P.E.
Director of Public Works

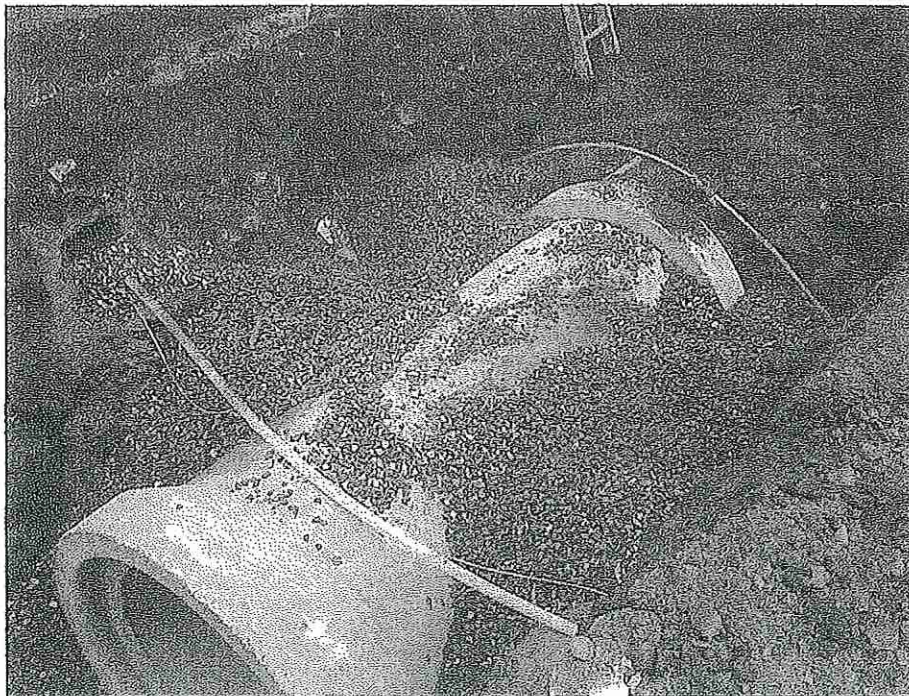
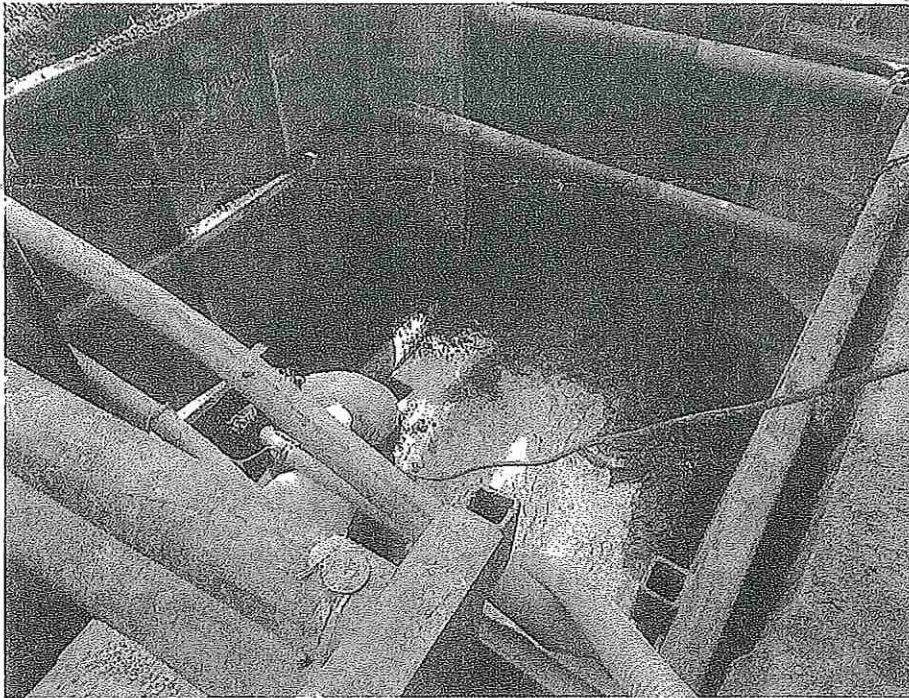




TOWN OF
STONEHAM
MASSACHUSETTS 02180

Public Works Department
16 Pine Street

781-438-0760
Fax 781-438-8183





Town of Burlington Engineering Division
25 Center Street
Burlington, MA 01803
Phone 781-270-1640 Fax 781-238-4693
www.Burlington.org

June 15, 2015

To Whom It May Concern:

Mark Cardillo of Joseph P. Cardillo & Son, Inc. has done several major utility projects in the Town of Burlington. We have not had any problems with the company nor its employees. We would highly recommend them. If you have any questions please feel free to call me at 781-270-1640.

Regards,

A handwritten signature in black ink, appearing to read "TFH", is written over the printed name and title of the signatory.

Thomas F. Hayes
Town Engineer

TFH/lrm

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 22, 2015

Mark J. Cardillo
Joseph P. Cardillo & Son, Inc.
1 Melvin Street, Suite D
Wakefield, MA 01880

Dear Mr. Cardillo:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, June 29th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

G. W. Gately Inc., Woburn, MA

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Reference Material	Engineering recommendation, Town application, Meeting notice

From: "Kurt Kelley" <kpkelley@town.arlington.ma.us>
To: "Fran Reidy" <FReidy@town.arlington.ma.us>
Date: 06/24/2015 07:46 AM
Subject: Approved Contractor/Drainlayer Application

Fran,

Attached is an application from GW Gately Inc. of Woburn MA to become an Approved Contractor/Drainlayer with the Town. Based on internal references from work with the Highway Division, we recommend approval their application by the Selectmen's Office at their next hearing.

Thank You.

Town of Arlington

Department of Public Works

Engineering Division

51 GROVE STREET

ARLINGTON, MA 02476

PHONE: 781-316-3386

FAX: 781-316-3281

[WEB](#)

Attachments:

File: [G.W. Gately Inc.pdf](#) Size: 132k Content Type: application/pdf



TOWN OF ARLINGTON

DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☐ Sewer/Drain Inspection ☐ Driveway Work ☐ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: GW Gately Inc
Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: _____
Street Address: 1 Summit St City/Town: Woburn State: Ma
Primary Phone: 617 590 4021 E-mail: GW Gately at Comcast.net
Length of Time in Business under the same Firm Name: 49 yrs
Full Name(s) of Principal(s): George W Gately Jr
Primary Contact Person: George W Gately Jr

Experience/Previous Work

Nature of Typical/Standard Work: Install Sewer + water Lines
Have you ever performed this type of work in Arlington: ☒ Yes ☐ No
If Yes, Please provide Location: 700 Long ago Approximate Date: _____
Total Amount of such construction this year: \$ 500,000.00
Total Amount of such construction last year: 2.5 Million
Total Amount of such construction next previous year: \$ 800,000.00

Municipal References - Please Attach Written Reference Letters

Municipality: City of Woburn { C-781-389-5181
Primary Contact Name: Super - Jay Duran Email: J Duran at City of Woburn
Municipality: Town of Winchester { C-781-389-8015
Primary Contact Name: Paul Gangi - Inspectional Services Email: P Gangi @ Winchester MA
Municipality: Town of Burlington { 781-270-1642
Primary Contact Name: Tom Hayes - Town Eng. Email: T Hayes @ Burlington MA

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Northern Bank + Trust Co. Phone: Pres. 781-937-5415

Federal Tax ID or Social Security #: _____

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: _____

Date: 6/23/15

Reset Form

Print Form

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 24, 2015

George W. Gately, Jr.
G.W. Gately Inc.
1 Summit Street
Woburn, MA 01801

Dear Mr. Gately:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, June 29th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

REAPPOINTMENTS (terms to expire 6/30/2018)

Summary:

Board of Library Trustees

Heather Calvin

Diane Gordon

Board of Youth Services

Cynthia Sheridan

Commission on Disabilities

Kerrie Fallon

Michael Rademacher

Council on Aging

Mara Klein Collins

Richard Phelps

Human Resources Board

Sheila Rawson

Park & Recreation Commission

Jennifer Rothenberg

Donald Vitters

ATTACHMENTS:

Type

Description

☐ Reference Material

Town Manager recommendations, meeting notices for all



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: June 19, 2015

TO: Board Members

SUBJECT: Reappointment to Library Trustee

This memo is to request the Board's approval of my reappointment of Heather Calvin, 52 Highland Ave., having a term expiration date 06/30/2018 as a Library Trustee.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 16, 2015

Heather Calvin
52 Highland Avenue
Arlington, MA 02476

Re: Reappointment - Board of Library Trustees

Dear Ms. Calvin:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 29th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: June 19, 2015

TO: Board Members

SUBJECT: Reappointment to Library Trustee

This memo is to request the Board's approval of my reappointment of Diane Gordon, 39 Bartlett Ave., having a term expiration date 06/30/2018 as a Library Trustee.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
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781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 16, 2015

Diane Gordon
39 Bartlett Avenue
Arlington, MA 02476

Re: Reappointment - Board of Library Trustees

Dear Ms. Gordon:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 29th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: June 19, 2015

TO: Board Members

SUBJECT: Reappointment to Board of Youth Services

This memo is to request the Board's approval of my reappointment of Cynthia Sheriden, 71 Franklin Street, having a term expiration date 06/30/2018 with Board of Youth Services.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 16, 2015

Cynthia Sheridan
71 Franklin Street
Arlington, MA 02474

Re: Reappointment - Board of Youth Services

Dear Ms. Sheridan:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 29th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: June 19, 2015

TO: Board Members

SUBJECT: Reappointment to Commission on Disabilities

This memo is to request the Board's approval of my reappointment of Kerrie Fallon, 12 Pond Lane #57, having a term expiration date 06/30/2018 with Commission on Disabilities.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 16, 2015

Kerrie Fallon
12 Pond Lane #57
Arlington, MA 02474

Re: Reappointment - Commission on Disabilities

Dear Ms. Fallon:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 29th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: June 19, 2015

TO: Board Members

SUBJECT: Reappointment to Commission on Disabilities

This memo is to request the Board's approval of my reappointment of Michael Rademacher, 25 Bellevue Road, having a term expiration date 06/30/2018 with Commission on Disabilities.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 16, 2015

Michael Rademacher
25 Bellevue Road
Arlington, MA 02476

Re: Reappointment - Commission on Disabilities

Dear Mike:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 29th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: June 19, 2015

TO: Board Members

SUBJECT: Reappointment to Council on Aging

This memo is to request the Board's approval of my reappointment of Mara Klein Collins, 18 Hamilton Road #502, having a term expiration date 06/30/2018 with Council on Aging.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 16, 2015

Mara Klein Collins
18 Hamilton Road #502
Arlington, MA 02474

Re: Reappointment - Council on Aging

Dear Ms. Collins:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 29th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: June 19, 2015

TO: Board Members

SUBJECT: Reappointment to Council on Aging

This memo is to request the Board's approval of my reappointment of Richard Phelps, 77 Oakland Ave., having a term expiration date 06/30/2018 with Council on Aging.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 16, 2015

Richard Phelps
77 Oakland Avenue
Arlington, MA 02476

Re: Reappointment - Council on Aging

Dear Mr. Phelps:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 29th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: June 19, 2015

TO: Board Members

SUBJECT: Reappointment to Human Resource Board

This memo is to request the Board's approval of my reappointment of Sheila Rawson, 14 Scituate Street, having a term expiration date 06/30/2018 with Human Resource Board.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 16, 2015

Sheila Rawson
14 Scituate Street
Arlington, MA 02476

Re: Reappointment - Board of Human Resources

Dear Ms. Rawson:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 29th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: June 19, 2015

TO: Board Members

SUBJECT: Reappointment to Park & Recreation

This memo is to request the Board's approval of my reappointment of Jennifer Rothenberg, 31 Cedar Ave., having a term expiration date 06/30/2018 with Park & Recreation.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 16, 2015

Jennifer Rothenberg
31 Cedar Avenue
Arlington, MA 02476

Re: Reappointment - Park & Recreation Commission

Dear Ms. Rothenberg:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 29th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: June 19, 2015

TO: Board Members

SUBJECT: Reappointment to Park & Recreation

This memo is to request the Board's approval of my reappointment of Donald Vitters, 23 Draper Ave., having a term expiration date 06/30/2018 with Park & Recreation.


Town Manager

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 16, 2015

Donald Vitters
23 Draper Avenue
Arlington, MA 02474

Re: Reappointment - Park & Recreation Commission

Dear Mr. Vitters:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, June 29th at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr









Town of Arlington, Massachusetts

7:15 p.m. Mystic View Terrace

Summary:

- a) Request: Repair to Private Way
- b) Betterment Order

ATTACHMENTS:

Type	Description
 Reference Material	Engineering Memo, Cost Estimates, Abutters Map
 Reference Material	Arlington Asphalt Paving Proposal
 Reference Material	Abutter List and Abutter Project Approval
 Reference Material	Abutter Mailing #1
 Reference Material	Abutter Mailing #2 ; Public Hearing Notice
 Reference Material	Betterment Order

From: "Wayne Chouinard" <WChouinard@town.arlington.ma.us>
To: "Richard G Milner" <milner@mit.edu>
Cc: "Vinny Kilcommons" <vkilcommons@town.arlington.ma.us>, "Fran Reidy" <FReidy@town.arlington.ma.us>, "MaryAnn Sullivan" <MSullivan@town.arlington.ma.us>
Date: 10/14/2014 06:12 PM
Subject: Re: Repaving Mystic View Terrace

Hi Richard,

Attached are two cost estimates prepared for the Mystic View Terrace betterment improvement you requested.

Please be ware this is a conservative estimate. Some of the items may not be required but we have included them just in case they may be applicable.

Your next step is to determine exactly what the residents as a group would like to have performed and are willing to pay for equivalently. Once determined you should submit a request to a group of contractors (recommend a minimum of three to provide an opportunity for a fair and competitive price). Once you receive proposals or estimates back from the contractors you must decide which contractor you would like to utilize. The estimate from this contractor will need to be provided to the Board of Selectmen to continue the process.

If any contractors have questions please feel free to forward them to me if you have difficulty answering their questions. It may also be helpful to have the selected contractor meet with you and the Engineering Division prior to submitting their final proposal to be sure everyone has the same expectations

If you would like to discuss and review the items further please call me.

Thank you,

Wayne

Wayne A. Chouinard, PE

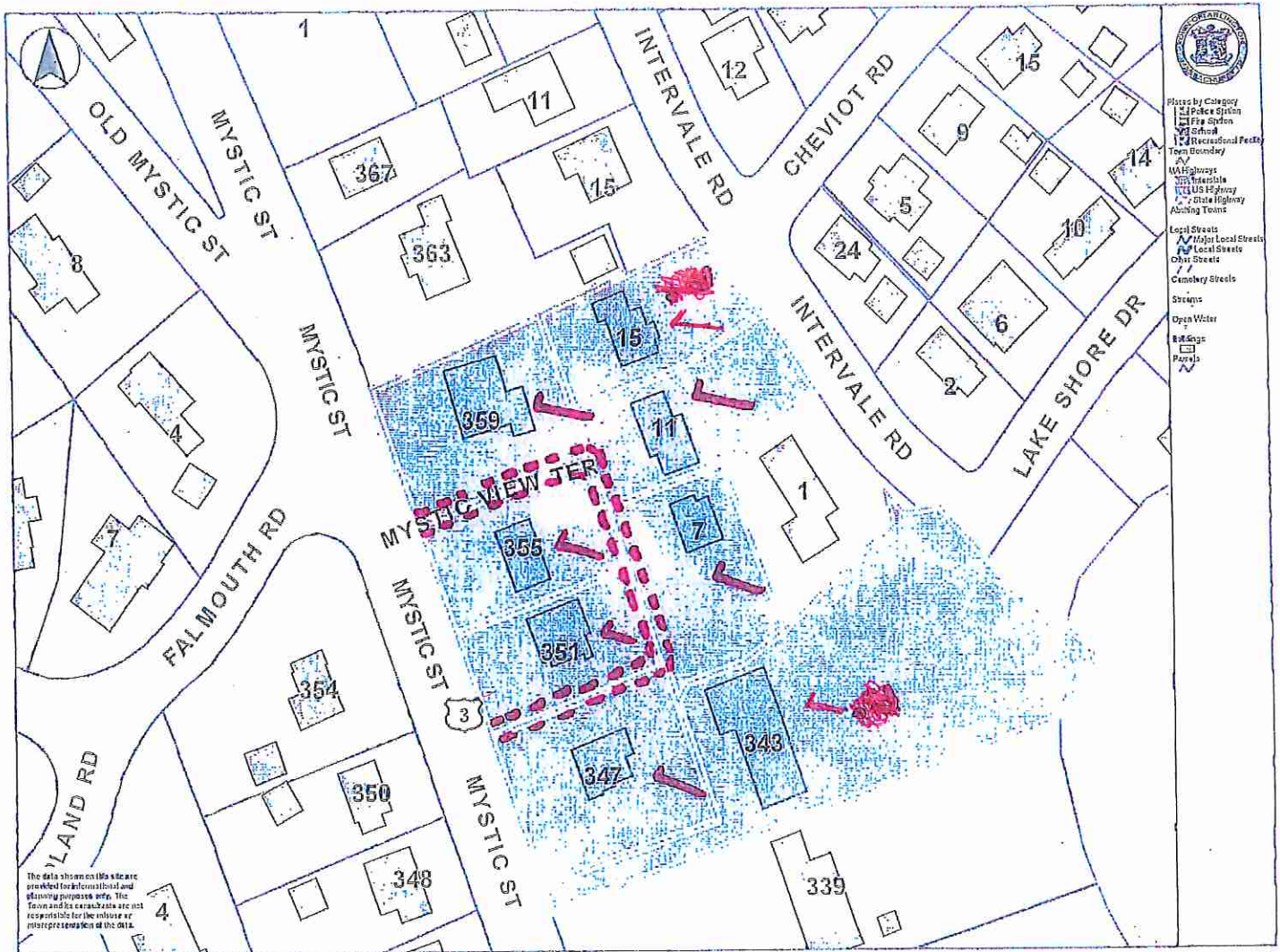
Town Engineer

Arlington Public Works

51 Grove Street

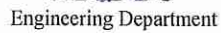
Office: (781) 316-3320

E-mail: wchouinard@town.arlington.ma.us



Printed on 08/29/2014 at 04:09 PM

MapsOnline by PeopleGIS



51 Grove Street
Arlington, Massachusetts 02476
Telephone (781) 316-3320 Fax (781) 316-3281

[illegible]

Note: These costs are approximate only and were determined using the 2013-2014 Massachusetts Highway Department Weighted Bids. Final costs should be determined from a proposal submitted by the selected contractor. Costs may vary due to unforeseen conditions, weather related events and variable material costs.

Note: This cost estimate is based on replacing the existing roadway surface and not as indicated on the Mystic View Terrace Board of Survey Plan



51 Grove Street
Arlington, Massachusetts 02476
Telephone (781) 316-3320 Fax (781) 316-3281

REMOVE EXISTING ASPHALT & RECONSTRUCT

Assumptions:

Note: This cost estimate is based on replacing the existing road surface and not as indicated on the Mystic View Terrace Board of Survey Plan

RECEIVED
ARLINGTON ASPHALT
PAVING COMPANY
JAN 2 11 20 15

ARLINGTON ASPHALT PAVING COMPANY

350 Massachusetts Avenue #134 – Arlington, MA 02474
781.643.9766 – info@arlingtonasphalt.com

PROPOSAL

Submitted To:	Richard Milner	Date:	5-13-15
Address:	351 Mystic St	Phone:	781-648-0880
	Arlington MA 02474	Email:	milner@mit.edu
Job Name & Location:	Mystic View Terrace	Job Start:	
		Job Finish:	

We hereby submit specifications and estimates, subject to all terms and conditions set forth

Option-1

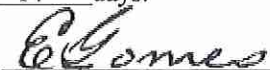
- Excavate approximately 5600 sq ft of roadway area
- Install dense pack gravel as needed for grading
- Install 2 inches of state binder
- Install 1 ½ of state top
\$17,920
- Reset 5 castings \$2000
- Install new catch basin on lower southern end of MVT \$2800
- Replace and install new drain in front of Jacques house \$2800

We propose hereby to furnish material and labor – complete and in accordance with above specifications,
for the sum of Twenty Five Thousand Five Hundred Twenty dollars (\$25,520.00)

50% deposit due at job start

Note: This proposal may be withdrawn by us if not accepted within 14 days.

Authorized Signature



GUARANTEE

MATERIAL and workmanship are guaranteed against failure under all conditions for a period of one year except for the following:

Weed and grass growth within one foot of all edges,
Depressions less than two square feet in area covering a quarter,
Indentations made by pointed objects left standing in the area, such as ladders, tables, etc. or marks left by pointed heels,
Damages caused by oil and gasoline droppings,
Damages caused by loads in excess of 5 tons,
Tire marks caused by POWER STEERING and QUICK TAKE-OFFS,
Damages caused by acts of God – fire, flood, earth movements, etc.

If replacement is made by us under the conditions of this guarantee, a charge will be made based on prices in effect at the time of replacement less a prorated allowance for unused time of guaranteed.

**EXCAVATION OF TREE, ROOT & LARGE ROCKS,
NOT COVERED IN CONTRACT PRICE
DATE**

Signature _____

Signature _____

343 MYSTIC ST 70.0-3-3.0 VAN THONG JEAN M VAN THONG DOROTHEE 343 MYSTIC STREET ARLINGTON, MA 02474	347 MYSTIC ST 70.0-3-4.A TAYLOR MARY PHENNER LEE A 347 MYSTIC ST ARLINGTON, MA 02474	351 MYSTIC ST 70.0-3-5.0 MILNER RICHARD G MILNER EILEEN TROY 351 MYSTIC ST ARLINGTON, MA 02474	355 MYSTIC ST 75.0-3-1.0 HEAP MENG 355 MYSTIC STREET ARLINGTON, MA 02474
359 MYSTIC ST 75.0-3-2.0 SERPA CAETANO V-MARIA B 359 MYSTIC ST ARLINGTON, MA 02474	15 MYSTIC VIEW TERR 75.0-3-10.A YAROW JUDITH MUCCIO SALVATORE J/TRUSTEES 15 MYSTIC VIEW TERR JUDITH YAROW 1995 TRUST ARLINGTON, MA 02474	11 MYSTIC VIEW TERR 75.0-3-11.0 KOUCHAKOJIAN ARA 11 MYSTIC VIEW TERR ARLINGTON, MA 02474	7 MYSTIC VIEW TERR 75.0-3-12.0 KINDLE BRANDON G & PAULA J 1 LAKE SHORE DRIVE ARLINGTON, MA 02474

I hereby certify that this list
has been prepared in accordance with
Chapter 40A, Sec 11 of MGL.

Kim C. Feely

Robert A. Kennedy

[Signature]

5/20/15
Date

ABUTTER ADDRESS	NAME	Y/N	TOTAL PRICE	1/3 AMOUNT	PAID	BALANCE	PAID
343 Mystic Street	Jean/Dorothy Van Thong	Y	\$3,190.00	\$1,063.33			
347 Mystic Street	Mary Taylor/Lee Phenner	Y	\$3,190.00	\$1,063.33			
351 Mystic Street	Richard/Eileen Milner	Y	\$3,190.00	\$1,063.33			
355 Mystic Street	Meng Heap	Y	\$3,190.00	\$1,063.33			
359 Mystic Street	Caetano/Maria Serpa	Y	\$3,190.00	\$1,063.33			
15 Mystic View Terr.	Judith Yarrow	Y	\$3,190.00	\$1,063.33			
11 Mystic View Terr.	Ara Kouchakdjian	Y	\$3,190.00	\$1,063.33			
7 Mystic View Terr.	Brandon/Paula Kindle		\$3,190.00	\$1,063.33			
TOTALS			\$25,520.00	\$8,506.64			

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

May 21, 2015

Dear Resident:

The Arlington Board of Selectmen's Office is in receipt of a private way repair petition from two-thirds of the abutters of the private way known as Mystic View Terrace. There will be a public hearing on this petition received in accordance with Arlington Town Bylaws, "Repairs to Private Ways" at a future date.

The total estimated cost of the work to be done is \$25,520.00. The estimated assessment, per lot, to the abutting property owners is 3,190.00. If the Selectmen approve the project, one-third of the total estimated cost \$1,063.33 is required prior to the start of the project. The remaining balance will be due upon completion, or if you choose, it can be assessed on your tax bill for payment over a five year period with interest, in accordance with M.G.L. Chapter 80, the Betterment Act.

Should you have any questions regarding this, please do not hesitate to contact me. Enclosed, please find a copy of "Repairs to Private Ways" of the Town Bylaws, a response sheet, and a self addressed envelope.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr

Enclosures

Lot No. _____

KINDLY CHECK ONE OF THE TWO BLOCKS BELOW AND RETURN TO THE OFFICE OF THE BOARD OF SELECTMEN IN THE ENCLOSED ENVELOPE BY THURSDAY, JUNE 4, 2015.

I am in favor of repairs to the private way known as Mystic View Terrace at an estimated per lot cost of \$3,190.00. Total estimated cost of the work to be done is \$25,520.00, as stated in the proposal provided by Arlington Asphalt Paving Company with the applicants' submittal received at the Selectmen's Office on May 20, 2015. ☐

I am opposed to repairs to the private way known as Mystic View Terrace. ☐

Signed _____

Date _____

Printed Name _____

Address _____

ARTICLE 3: REPAIRS TO PRIVATE WAYS

Section 1. Classification

The Town Engineer and the Director of Public Works upon request of the Board of Selectmen acting in its capacity as the Board of Public Works shall recommend the classification of private ways in the Town according to the state of their construction and repair. The Board may then adopt such classifications with any modifications it may deem appropriate.

Section 2. Definition and Authorization

ART. 20, A.T.M. 5/4/92

The Board may vote to direct the Town Manager to make temporary repairs to private ways. Temporary repairs shall be limited to the filling of potholes, temporary patching, skimcoating, armor coating and grading of dirt roadways providing however, in the case of said grading, the petitioners agree to enter into a contract with a private contractor or the Town to pave the roadway forthwith. Drainage shall not be included.

Section 3. Criteria

The Board shall in making its determination as to the advisability of making temporary repairs take into consideration the following factors:

- A. The accessibility of the properties on the private ways to emergency vehicles such as police, fire and rescue.
- B. The volume of traffic that utilizes the private way i.e. deadend as opposed to feeder or connecting streets.
- C. The percentage of abutters on the particular private way petitioning the Board for the repairs.
- D. The number of years that the way shall have been open to public use.
- E. Such other considerations that the Board deems appropriate.

Section 4. Petition

The Board of Selectmen shall consider any private way or portion thereof for temporary repairs after having been petitioned to do so by at least two-thirds of the total number of abutting property owners on the Private Way who directly abut the portion to be considered for temporary repairs.

The Board may after careful consideration, elect to do the entire portion which was petitioned for, or a lesser portion, provided at least two-thirds of the abutting property owners on the lesser portion to be done are in favor of such action.

The Board shall upon receipt of a petition with at least two-thirds of the abutters' signatures affixed thereto shall hold a public hearing on the advisability of ordering the repairs and the kind and extent thereof. All abutters shall be given written notice of the hearing not less than seven (7) days prior thereto.

Section 5. Alternate Petition

Notwithstanding the provisions of Section 4 above, the Board may also consider a number of private ways for repair as a whole project when these private ways are ways where a majority of abutters are members of an association of abutters whose major purpose has been the maintenance and repair of those ways upon which these members' properties abut. The Board may only consider these private ways to be repaired as a whole project when having been petitioned by two-thirds of the total number of abutters who abut all of the ways represented by the association. The Board upon receipt of such a petition shall hold a public hearing on the advisability of ordering the repairs and the kind and extent thereof. All of the abutters on all of the ways represented shall be given written notice of the hearing not less than seven days prior thereto.

Section 6. Assessment of costs

The costs of all labor and materials and processing shall be assessed equally to all abutters on the private way, or portion thereof, or if the Board votes to order any repairs pursuant to a petition filed under Section 5 all the abutters on all the private ways to be repaired without regard to linear frontage.

A one-third deposit of the total estimated cost of the completion of the repair project shall be required before any work can be commenced. All remaining costs shall be apportioned, assessed and collected on a per-property basis pursuant to the procedures provided in Chapter 80 of the General Laws, the Betterment Act, including the placing of liens on the affected property and the collection of apportioned costs by means of property tax collection.

Any and all such deposits shall be deducted from the equalized share of the property owners actually paying.

Section 7. Liability

There shall be a limitation of liability on the Town of Five Hundred (\$500.00)

ART. 19, A.T.M. 5/4/92

Dollars for any damages arising from any negligent repair of the private way which shall include damage from surface water run-off. No repair shall be commenced until all the petitioners have signed an agreement with the Town holding the Town harmless from any additional damages arising from any negligent repair and providing evidence of insurance to the satisfaction of the Town. However, nothing in this paragraph shall excuse the Town from damages to property caused by the Town or agents thereof, during the repair process.

RECEIVED
SELECTED INSURANCE
10/13/15
10/13/15

ARLINGTON ASPHALT PAVING COMPANY

350 Massachusetts Avenue #134 – Arlington, MA 02474
781.643.9766 – info@arlingtonasphalt.com

PROPOSAL

Submitted To:	Richard Milner	Date:	5-13-15
Address:	351 Mystic St	Phone:	781-648-0880
	Arlington MA 02474	Email:	milner@mit.edu
Job Name & Location:	Mystic View Terrace	Job Start:	
		Job Finish:	

We hereby submit specifications and estimates, subject to all terms and conditions set forth

Option-1

- Excavate approximately 5600 sq ft of roadway area
 - Install dense pack gravel as needed for grading
 - Install 2 inches of state binder
 - Install 1 ½ of state top
- \$17,920
- Reset 5 castings \$2000
 - Install new catch basin on lower southern end of MVT \$2800
 - Replace and install new drain in front of Jacques house \$2800

We propose hereby to furnish material and labor – complete and in accordance with above specifications,
for the sum of Twenty Five Thousand Five Hundred Twenty dollars (\$ 25,520.00)

50% deposit due at job start

Note: This proposal may be withdrawn by us if not accepted within 14 days.

Authorized Signature



GUARANTEE

MATERIAL and workmanship are guaranteed against failure under all conditions for a period of one year except for the following:

- Weed and grass growth within one foot of all edges,
- Depressions less than two square feet in area covering a quarter,
- Indentations made by pointed objects left standing in the area, such as ladders, tables, etc. or marks left by pointed heels,
- Damages caused by oil and gasoline droppings,
- Damages caused by loads in excess of 5 tons,
- Tire marks caused by **POWER STEERING** and **QUICK TAKE-OFFS**,
- Damages caused by acts of God – fire, flood, earth movements, etc.

If replacement is made by us under the conditions of this guarantee, a charge will be made based on prices in effect at the time of replacement less a prorated allowance for unused time of guaranteed.

EXCAVATION OF TREE, ROOT & LARGE ROCKS,

NOT COVERED IN CONTRACT PRICE

DATE

Signature _____

Signature _____

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 11, 2015

To Residents of Mystic View Terrace:

The Arlington Board of Selectmen will hold a public hearing on a petition received from two-thirds of the abutters of the private way known as Mystic View Terrace in accordance with Arlington Town bylaws, "Repairs to Private Ways", on **Monday, June 29, 2015, at 7:15 p.m. in the Selectmen's Chambers, 2nd Floor, Town Hall, 730 Massachusetts Avenue, Arlington, MA.**

The purpose of the public hearing is to determine if the repairs should be made. The public hearing will provide property owners an opportunity to be heard on the matter prior to the Selectmen taking action on the petition.

The total estimated cost of the work to be performed is \$25,520.00. The estimated assessment to the abutting property owners is \$3,190.00 per lot. If the Selectmen approve the project, one-third of the total estimated cost (\$1,063.33 per lot) is required by certified check or money order prior to the start of the project. The remaining balance will be due upon completion, or if you choose, it can be assessed on your tax bill for payment over a **five-year period with interest**, in accordance with the M.G.L. Chapter 80, The Betterment Act.

Should you have any questions regarding this, please do not hesitate to contact me. Enclosed please find a copy of the Town bylaws, and a copy of the public hearing notice.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr
Enclosures

(PLACE TOWN SEAL HERE PLEASE)

Legal Notice
BOARD OF SELECTMEN
PRIVATE WAY REPAIR
PUBLIC HEARING

At 7:15 p.m. Monday, June 29, 2015, there will be a public hearing at the Selectmen's Chambers, Town Hall, 730 Massachusetts Avenue, Arlington, MA, on a petition received from two-thirds of the abutters of the private way known as Mystic View Terrace in accordance with Arlington Town bylaws, "Repairs to Private Ways". The purpose of the public hearing is to determine if funds from the Private Way Account should be expended for said roadway.

Per Order of
The Board of Selectmen

Arlington Advocate publication:
June 18, 2015
June 25, 2015

TOWN BYLAWS - REPAIRS TO PRIVATE WAYS

ARTICLE 3

REPAIRS TO PRIVATE WAYS

Section 1. Classification

The Town Engineer and the Director of Public Works upon request of the Board of Selectmen acting in its capacity as the Board of Public Works shall recommend the classification of private ways in the Town according to the state of their construction and repair. The Board may then adopt such classifications with any modifications it may deem appropriate.

Section 2. Definition and Authorization

(ART. 20, ATM - 05/04/92) (ART. 23, ATM - 04/28/04)

The Board may vote to direct the Town Manager to make temporary repairs to private ways. Temporary repairs shall be limited to the filling of potholes, temporary patching, skimcoating, thin asphalt overlays, armor coating and grading of dirt roadways providing however, in the case of said grading, the petitioners agree to enter into a contract with a private contractor or the Town to pave the roadway forthwith. Drainage may be included when necessary as determined by the Public Works Director, to prevent further erosion.

Section 3. Criteria

(ART. 35, ATM - 05/18/05)

The Board shall in making its determination as to the advisability of making temporary repairs take into consideration the following factors:

- A. The accessibility of the properties on the private ways to emergency vehicles such as police, fire and rescue.
- B. The volume of traffic that utilizes the private way i.e. deadend as opposed to feeder or connecting streets.
- C. The percentage of abutters on the particular private way petitioning the Board for the repairs.
- D. The number of years that the way shall have been open to public use.
- E. Such other considerations that the Board deems appropriate.
- F. Public Safety.

Section 4. Petition

The Board of Selectmen shall consider any private way or portion thereof for temporary repairs after having been petitioned to do so by at least two-thirds of the

total number of abutting property owners on the Private Way who directly abut the portion to be considered for temporary repairs.

The Board may after careful consideration, elect to do the entire portion which was petitioned for, or a lesser portion, provided at least two-thirds of the abutting property owners on the lesser portion to be done are in favor of such action. The Board shall upon receipt of a petition with at least two-thirds of the abutters' signatures affixed thereto shall hold a public hearing on the advisability of ordering the repairs and the kind and extent thereof. All abutters shall be given written notice of the hearing not less than seven (7) days prior thereto.

Section 5. Alternate Petition

Notwithstanding the provisions of Section 4 above, the Board may also consider a number of private ways for repair as a whole project when these private ways are ways where a majority of abutters are members of an association of abutters whose major purpose has been the maintenance and repair of those ways upon which these members' properties abut.

The Board may only consider these private ways to be repaired as a whole project when having been petitioned by two-thirds of the total number of abutters who abut all of the ways represented by the association. The Board upon receipt of such a petition shall hold a public hearing on the advisability of ordering the repairs and the kind and extent thereof. All of the abutters on all of the ways represented shall be given written notice of the hearing not less than seven days prior thereto.

Section 6. Assessment of costs

(ART. 23, ATM - 04/28/04) (ART. 35, ATM - 05/18/05)

The costs of all labor and materials and processing shall be assessed equally to all abutters on the private way, or portion thereof, or if the Board votes to order any repairs pursuant to a petition filed under Section 5 all the abutters on all the private ways to be repaired without regard to linear frontage.

A one-third deposit of the total estimated cost of the completion of the repair project shall be required before any work can be commenced. All remaining costs shall be apportioned, assessed and collected on a per-property basis pursuant to the procedures provided in Chapter 80 of the General Laws, the Betterment Act, including the placing of liens on the affected property and the collection of apportioned costs by means of property tax collection.

Any and all such deposits shall be deducted from the equalized share of the property owners actually paying.

Section 7. Collection of Apportioned Share
(ART. 35, ATM – 05/18/05)

The Board of Selectmen before authorizing any repairs shall adopt a formal Betterment Order which shall require each abutter to pay his/her property=s unpaid apportioned share of the repair cost over a five-year period to include interest at 5 percent or 2 percent above the cost (including Town oversight and administration costs) of any bond issued to fund the repair in question. The Assessors in conjunction with the Town Tax Collector will commit such amount to the respective abutter=s property tax bill and the Engineering Division of the Public Works Department will cause same to be recorded at the Registry of Deeds so that same runs with the land.

Section 8. Liability
(ART. 35, ATM – 05/18/05) (ART. 19, ATM – 05/04/92)

There shall be a limitation of liability on the Town of Five Hundred (\$500.00) Dollars for any damages arising from any negligent repair of the private way which shall include damage from surface water run-off.

No repair shall be commenced until all the petitioners have signed an agreement with the Town holding the Town harmless from any additional damages arising from any negligent repair and providing evidence of insurance to the satisfaction of the Town. However, nothing in this paragraph shall excuse the Town from damages to property caused by the Town or agents thereof, during the repair process.

TOWN OF ARLINGTON
MIDDLESEX COUNTY, MASSACHUSETTS

June 29, 2015

Order relating to Mystic View Terrace Roadway Improvements.

Moved and Seconded that the Board of Selectmen acting pursuant to G.L. c. 40 § 6N, c. 80 §§ 1-16, and Article 3 of Title III “Repairs to Private Ways” of the Bylaws, hereby issue the following order to assess betterments for Mystic View Terrace.

- (1) Betterments are to be assessed for work done in accordance with the project entitled “Mystic View Terrace, Private Street Repair Project”.
- (2) Betterments shall be assessed equally upon each parcel of land benefiting from such roadway improvements based upon the number of parcels whose address, as assigned by the Town Engineering Department is on Mystic View Terrace/Mystic Street.
- (3) Betterment Costs, currently estimated at \$25,520.00 shall be assessed over a five year period at an interest rate not to exceed 5%; and
- (4) Final assessment of betterment costs shall be determined after the work is completed in accordance with the above Plan and as accepted by the Town.

By Order, Board of Selectmen

Kevin F. Greeley, Chairman

Diane M. Mahon, Vice Chair

Daniel J. Dunn

Steven M. Byrne

Joseph A. Curro, Jr.



Town of Arlington, Massachusetts

Presentation: Opiate Crisis in MA and Local Response

Summary:

Frederick Ryan, Chief of Police

Marian Ryan, District Attorney

ATTACHMENTS:

Type

Description

📎 Reference Material

Draft Program Description

Suburban Middlesex County Drug Task Force

Pathway to Recovery and Safety

The Problem

The heroin epidemic has spared no community, family, or law enforcement agency. The wide availability of heroin combined with the ever decreasing cost of the drug has resulted in addiction and death of epic proportions in every community, regardless of socio-economic status. Overdose deaths are the number one cause of injury-related death in the U.S., according to the Centers for Disease Control and Prevention, and deaths from both prescription painkillers and heroin quadrupled between 1999-2000 and 2013.

As law enforcement agencies continue to strive to reduce the availability of the drug on the supply side, we have also forged partnerships with social service agencies and health care providers to work collaboratively on treatment and education initiatives. The widely publicized “Angel” program in Gloucester, Massachusetts is a perfect example of such creative collaborations.

The Suburban Middlesex County Drug Task Force (SMCDTF) covers a diverse 8 community region in Massachusetts including:

- Arlington
- Belmont
- Lexington
- Lincoln
- Newton
- Waltham
- Watertown
- Weston

These communities include densely populated communities such as Arlington (12th most densely populated community in Massachusetts) as well as more rural suburban communities such as Lincoln and Weston. Further, member communities include very diverse communities such as Waltham with 6% of its population being black or African American and almost 14% Hispanic.

The SMCDTF has had wide success at identifying, investigating, and successfully prosecuting persons responsible for dealing heroin in the region and beyond. At the conclusion of such investigations we are often left with a list of **known heroin users** who have purchased their heroin from the target of the investigation. **Historically law enforcement has done nothing with the identity of the known users** and the users subsequently move onto other suppliers and in some instances, they become victims of a fatal or near fatal overdose. **This practice by law enforcement should be seriously reconsidered** and as such, the SMCDTF seeks to implement a program called Pathway to Recovery and Safety (PARS).

The Response

The identified population served (heroin users) will likely need to be persuaded to seek out recovery services. The PARS program will bring together law enforcement, health & human services, mental

Suburban Middlesex County Drug Task Force Pathway to Recovery and Safety

health professionals, substance abuse health care professionals, social services, treatment centers, and others to bring resources and support to the users and their families. For example, following the arrest of a dealer the case investigator(s) will turn over the identities of the dealer's customers to the Arlington Police Department Mental Health Clinician who will act as the PARS coordinator. The PARS Coordinator will then schedule a PARS resource meeting of which each identified heroin user will be encouraged to attend along with a family member. If the user refuses to participate in the PARS resource meeting that particular case will be referred back to law enforcement for consideration for a criminal complaint(s) for their role in the drug distribution operation and for unlawfully possessing drugs. By doing so, it is highly likely that users will feel persuaded to attend the PARS resource meeting to avoid criminal prosecution.

At the PARS resource meeting drug users and their families will be provided with a wide variety of services and/or resources including, but not limited to, the following:

- Direct access to outpatient recovery programs such as "Right Turn" (<http://www.right-turn.org/>), "Wickedsober" (<http://wickedsober.com/>) and others.
- Direct access to inpatient recovery programs such as Lahey Clinic, McLean Hospital and others.
- The presence of and access to mental health professionals.
- The presence of and access to health care providers (Mt. Auburn Hospital).
- On-site training of family members on the proper use of Naloxone.
- Issuance of Naloxone to family members.
- The presence of veterans services personnel.

Measures of Success

Law enforcement, social service providers, and communities can no longer stand by silently as known drug abusers risk their lives daily, cause dysfunction in their homes, and panic in their neighborhoods.

Not all identified drug users will attend the structured PARS resource meeting and of those that do, some will continue to use unlawful controlled substances. However, there is no doubt that some will seize the opportunity of having loved ones, law enforcement, and social service agencies, and the community as a whole investing in their safety and recovery.

All pertinent data will be tracked.

- Raw numbers of persons served by the program without identifying person.
- Number of persons trained in the delivery of Naloxone.
- Number of doses of Naloxone issued.
- Number of persons who enroll in outpatient programming.
- Number of persons admitted to inpatient programs.
- Number of referrals to veterans' services.



Town of Arlington, Massachusetts

Board of Youth Services

Summary:

Roblyn Anderson Brigham, Ph.D.
(term to expire 6/30/2018)

ATTACHMENTS:

Type	Description
 Reference Material	Town Manager recommendation, Brignam resume, Meeting notice



Town of Arlington
Office of the Town Manager

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us

MEMORANDUM

DATE: June 12, 2015

TO: Board Members

SUBJECT: Appointment to Board of Youth Services

This memo is to request the Board's approval of my appointment of Roblyn Anderson Brigham to the Board of Youth Services with a term expiration date of 6/30/2018.

A handwritten signature in cursive script that reads "Adam W. Chapdelaine".
Town Manager

Roblyn Anderson Brigham, Ph.D.
42 Edgehill Rd.
Arlington, MA 02474
781-883-1641 * roblyn@bnra.net * www.bnra.net

PROFESSIONAL EXPERIENCE

Brigham Nahas Research Associates
Managing Partner

Cambridge, MA
Oct. 1999 to Present

BNRA specializes in evaluation research and data-oriented strategic planning for programs that help young people succeed in high school, college, and beyond. Clients include nonprofits and community organizations, public/private schools, districts, intermediary groups, and foundations.

- Design, conduct, and manage external evaluations; collect and analyze qualitative and quantitative data for implementation/process and summative/impact evaluations. Extensive experience with interviews, focus groups, observation, surveys, and analysis of primary and secondary data from school districts and community organizations.
- Lead strategic planning and internal evaluations for organizations; create data collection tools and support data management systems to inform practice and demonstrate program effectiveness.
- Develop and deliver classes and presentations on research design, research methods, data analysis, and using statistics and graphics to understand and explain program impact.
- Communicate results through reports and presentations designed for internal purposes, for distribution to external audiences, and for publication. Contribute to client communication strategies building on study results.
- Negotiate, manage and oversee contracts, work scopes, consultants, and budgets for all projects; assume primary responsibility for company finances and marketing efforts, including proposal writing, presentations, and interviews.

Some illustrative projects:

- **External evaluator for Boston Full Service Community Schools and College Success Academy:** Assess implementation progress of a multi-site education, mental health, and parent engagement initiatives through site visits, surveys, and interviews with school leaders, faculty, and community partners; collaborate with implementation team and internal evaluators to augment data collection and coordinate efforts using primary and secondary (district) data to inform practice and show impact.
- **Data team leader for the Cambridge Public Schools, Intensive Studies Program Evaluation:** Led the quantitative analysis of district-level data to compare achievement of ISP students to district progress, assessed classroom practice using an observation tool and comparative analysis, and placed findings in the context of the district's redesign of middle grade education. Presented results to School Committee.
- **Surveys for The Steppingstone Foundation, New Jersey SEEDS, and A Better Chance:** Developed and conducted (mail and internet) surveys of program graduates, parents, and admissions directors of independent schools to gain feedback about the program and perceived impacts that result from participation in educational access programs. Results informed practice, strategic plans and fund-raising communications.

- **Studies of complex, multi-partner initiatives for CAS/Carrera Teen Pregnancy Program, the Literacy Coaching Initiative, and GEAR-UP Boston:** Site visits, interviews, focus groups, surveys, and analysis of data were used to assess implementation and provide recommendations for growth and replication efforts.
- **In-depth follow-up studies for The Food Project, SquashBusters, The 21st Century Scholars Program at UMASS Amherst, and Bridge to Calculus at Northeastern University:** These studies of after-school and summer youth initiatives combined focus groups, interviews with youth, program managers, funders and stakeholders, to provide rich descriptions and analysis of perceptions of what students gain from the program.
- **Research and data consultation to inform strategic planning for The Calderwood Charitable Foundation, REACH Prep, and the National Partnership for Educational Access:** These internal research projects involved collecting data through multiple ways to inform program planning, data collection and accountability systems, and program development.

Full BNRA project list, publications, reports and presentations is available on request.

**Heller School for Social Policy and Management,
Brandeis University**

Waltham, MA

Research Associate

Sept. 1997 to Oct. 1999

Robert B. Reich, Professor of Social and Economic Policy

- Conducted research, developed arguments, and analyzed data on economic and social policy trends for newspaper articles, radio essays, and publications. Worked with news outlets to ensure accuracy.
- Wrote briefing memos and papers on a wide range of topics as needed for speeches, debates and appearances.

Jobs for the Future

Boston, MA

Project Manager, Research and Policy Division

Oct. 1995 to Sept. 1997

- Worked on a team of researchers and technical assistance providers to promote and develop workforce and educational enrichment opportunities for youth and adults nationwide.
- Led survey research and data analysis for the organization.
- Conducted interviews/focus groups with students, teachers, administrators, employers, and community leaders; collected analyzed qualitative data. Authored and co-wrote reports for clients and funders.
- Designed and delivered training to staff on research methods, data collection, inferential statistics, and data analysis using SPSS.

**Heller School for Social Policy and Management,
Brandeis University**

Waltham, MA

Sept. 1993 to Oct. 1995

Statistics Teaching Assistant and Computer Instructor (Dr. Norm Kurtz and Dr. William Crown)

Researcher for Dr. Andrew Hahn, Professor of Social Policy

Researcher for Dr. Judith Gardner, Professor of Social Policy

- Organized/managed statistics computer courses, provided on-going training in SPSS and Excel, developed statistics assignments and lab curriculum, graded written and computer homework, and conducted tutorial sessions for Introduction to Statistics, Regression Analysis, Statistics for Managers, Excel for Managers.
- Assisted in research and evaluation of education, youth employment, and children's mental health programs using quantitative and qualitative methods; Contributed to interim and final reports and client presentations.

School of Business and Public Management
The George Washington University
Assistant Director, Office of Professional Development

Washington, DC
Oct. 1990 to Aug. 1993

- Managed marketing division; worked with faculty and staff to design and promote management and executive development programs for public sector and private sector employers and global enterprises; responsible for market research and outreach efforts.

WAVE Incorporated
Associate Director, State and Federal Relations Division
Government Relations Specialist

Washington, DC
Apr 1989 to Oct. 1990
July 1988 to Aug. 1989

- Advocated for youth employment training and education legislation at the state and federal levels; worked with congressional staff on developing legislative initiatives; wrote Congressional testimony for agency president and board; wrote policy briefs; delivered training and technical assistance to network.

A list of publications, reports, and presentations is available on request.

EDUCATION

Brandeis University, Heller School for Social Policy and Management

Ph.D., Social Policy, 2001

Dissertation Title: "From School Girls to Working Women: Transitions to Adult Roles 1970s, 1980s, and 1990s"

P.E.O. Scholar Award Recipient

The George Washington University

Master of Public Administration, concentration in Policy Analysis and Program Evaluation, 1993

Elected to Pi Alpha Alpha Honor's Society

University of Iowa (Unified Program and Honor's program)

B.A. in Sociology, with Honors and High Distinction, 1988

PROFESSIONAL AFFILIATIONS AND ACTIVITIES

Advisory Board Member, **SquashBusters, Inc.**

Member, **American Evaluation Association**

Member, **American Educational Research Association**

Former Board Member and Secretary, **Learning By Design: Massachusetts**

COMMUNITY ACTIVITIES

Member, **Youth Health and Wellness Committee**, Arlington Public Schools

Host Family, **Arlington-Nagaokakyo Sister City** program

Founder, Coordinator & Coach, **Arlington FitGirls: A Running and Reading Initiative** for grades 4 and 5

OFFICE OF THE BOARD OF SELECTMEN

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730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 15, 2015

Roblyn Anderson Brigham
42 Edgehill Road
Arlington, MA 02474

Re: Appointment: Board of Youth Services

Dear Ms. Brigham:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, June 29th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Arlington Historic District Commissions (terms to expire 6/30/2018)

Summary:

Margaret Capodanno (Avon Place District)






At-Large Members

Marshall Audin ((Architect)

Stuart A. Lipp

Carol S. Tee

ATTACHMENTS:

Type	Description
 Reference Material	AHDC request to fill vacancies
 Reference Material	Capodanno letter of interest, resume, meeting notice
 Reference Material	Audin letter of interest, meeting notice
 Reference Material	Lipp letter of interest, resume, meeting notice
 Reference Material	Tee letter of interest, resume, meeting notice



Arlington Historic District Commissions

c/o Carol Greeley, Executive Secretary
Planning and Community Development
730 Massachusetts Ave., Rear Annex
Arlington, MA 02476
Website: www.arlingtonhistoricdistrict.com

Phone: 781 316-3265

Email: ahdc@town.arlington.ma.us

June 12, 2015

Board of Selectmen
Town Hall
730 Massachusetts Ave.
Arlington, MA 02476

Mrs. Mahon and Gentlemen:

On behalf of the Arlington Historic District Commissions, I am writing to recommend to you for appointment four persons to fill three-year vacancies.

Avon Place District: This position has been ably filled by Michael Logan for many years but Mr. Logan has decided it is time to focus more on family and work. We advertised in the district and were able to recruit a resident from the area, namely, Margaret Capodanno, of 16 Avon Place. Her expression of interest/background information is enclosed.

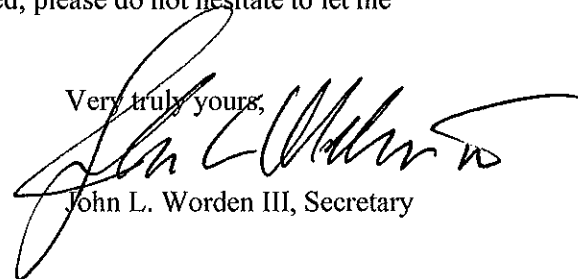
At-Large (Architect): This position has been ably filled by Martha Penzenic for many years but Mr. Penzenic has decided it is time to focus more on her family and health. We are pleased to recommend Marshall Audin, 63 Winchester Road, to fill this specific vacancy. Her expression of interest/background information is enclosed.

At-Large: We are pleased to recommend Stuart A. Lipp, 182 Newport Street, to fill this vacancy. His expression of interest/background information is enclosed.

At Large We are pleased to recommend Carol S. Tee, 41 Jason Street, to fill this vacancy. Her expression of interest/background information is enclosed.

The Commissioners determined that these four people would be worthy additions to our group. A vote was taken to recommend their appointments by the Board of Selectmen. We would appreciate your attention to these appointments as soon as convenient; if any additional information is required, please do not hesitate to let me know. Thank you for your consideration.

Very truly yours,



John L. Worden III, Secretary

JLW/crg

cc: Mr. Makowka, AHDC Chairman
Mrs. Greeley, Executive Secretary

February 11, 2015

To: Whom It May Concern
From: Margaret Capodanno
RE: Vacancy on Historical Board

The residence of 16 Avon Place has been home to three generations of Capodanno's for the past sixty-four years. My husband's parents purchased the property in the 1950's. My husband and I purchased it from them in 2000 and my daughter, Amie Capodanno and her husband, David Standstedt purchased the second floor apartment when we converted to condos four years ago. We are very committed to the architectural integrity of the property and hope to continue to contribute to the historical endeavors of our neighborhood for many years to come.

I would be interested in filling the vacancy, currently open due to the departure of our neighbor Michael Logan. I have a keen interest in period architecture. I am retired and would enjoy learning more about architecture and sharing that interest with the other members of the board. I am a member of the Arlington Garden Club and an active member of the Senior Center, where I enjoy Yoga classes and the Art program.

I feel being a part of this Board would not only give me an opportunity to give back to the community but also preserve the long standing representation of an Avon Place resident on the Board.

Sincerely,

A handwritten signature in black ink that reads "Margaret Capodanno". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

Margaret Capodanno
pegcapodanno@gmail.com
1-339-203-1067

M a r g a r e t B e n n e t t C a p o d a n n o

16 Avon Place, Arlington, Massachusetts 02474 • mcapodanno@boston.k12.ma.us • (781) 646-8770

Experience:

GAVIN MIDDLE SCHOOL, SOUTH BOSTON, MASSACHUSETTS

Student Service Coordinator, August 1988–Present

- Established the position of Student Service Coordinator with the Boston Public Schools
- Designed and implemented a multi-faceted social services program for at risk students
- Researched and drafted “Student Support Team Manual” for Student Service Coordinators
- Assisted in the implementation and training for the Student Support Team (SST) Model in a number of schools with the Boston Public Schools
- Serve as the designated chairperson of SST meetings and grade level cluster meetings
- Established and maintain parent contacts and participation in service planning and delivery for at risk students, procure teacher input and facilitate training sessions for teachers, parents, students and staff
- Organize service network including social service, clinics, courts, multi-service centers, alternative school programs and universities
- Direct liaison with DSS, DYS, DA’s office and the District County Court House
- Manage program staff, consultants, interns and tutors; plan and monitor schedules, budgets, individualized and school-based services; ensure comprehensive team functions
- Mediate and provide intermediate on site counseling for individual students and their families for the purposes of assessment and referral
- Provide academic assessment and evaluation information to student parent and staff
- Provide academic support through tutoring services, mentor programs and after school activities
- Conduct high school and college awareness workshops for parents and students
- Maintain all student records and transcript requests

Lead Teacher for Student Service Coordinators, August 1998- June 2000

- Designed and implemented training sessions and workshops for student service coordinators within the Boston Public Schools
- Represented the Boston Public Schools at a number of conferences promoting the Student Support Team Model and position of Student Service Coordinator in the New England area

BOSTON MEDICAL CENTER, BOSTON, MASSACHUSETTS

Senior Outreach Worker, September 1981– June 1984

- Supervised site activities and two outreach workers at the Gavin Middle School and McCormack Middle School, in order to identify and research reasons for problem absentee students.
- Conducted home visits, interviewed parents and students and provided referral linkage

Education:

LESLEY COLLEGE, CAMBRIDGE, MA

Master of Education and Administration -- received May 1993

UNIVERSITY OF MASSACHUSETTS, BOSTON MA

Bachelor of Arts in Human Services -- received May, 1983.

Certification & Memberships:

School Guidance Counselor – Initial Certification Pending DOE review- February, 2006
Board Member- Department of Social Services Area 39, Dorchester, Roxbury and S. Boston
Board Member- South Boston Health Center, Community Advisory Network, S. Boston
Crisis Intervention Prevention certification- received January 1995
Mediation Training- Mediation Associates of Massachusetts- received September 1997

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DIANE M. MAHON, VICE CHAIR
DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 18, 2015

Margaret Capodanno
16 Avon Place
Arlington, MA 02474

Re: Appointment: Arlington Historic District Commissions

Dear Ms. Capodanno:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, June 29th at 7:15 p.m.

It is a requirement of the Board of Selectmen that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr

Steve & Carol,

Marshall is an architect who formerly served on our commissions. I saw him at Town Day & asked if he'd be interested in re-joining. He has also served on the ZBA.

John

-----Original Message-----

From: Marshall & Linda Audin [mailto:maudin@verizon.net]

Sent: Tuesday, September 16, 2014 10:39 AM

To: John Worden III

Subject: Arlington HDC Opening

John,

I'd like to be considered for one of the AHDC "At Large" openings. I'm out of town through the Wednesday so I can't make this Wednesday's meeting.

Two principle changes to my CV since I was last on the AHDC:

- 1) I have been an Adjunct Prof. at Mass College of Art and Design, Department of Architecture since 2008. In addition to teaching design studios, I have been advising M. Architecture thesis students examining issues of energy conservation retrofits that are sensitive to the character of historic buildings.
- 2) I am currently designated as an Architect Emeritus in Massachusetts. This is a relatively new option for MA architects who have been licensed for over 10 years who no longer wish to maintain an active license.

Sincerely yours,

Marshall Audin
63 Winchester Road
Arlington, MA 02474

home: 781-646-8454
cell: 617-645-0560

email: maudin@verizon.net



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781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 18, 2015

Marshall Audin
63 Winchester Road
Arlington, MA 02474

Re: Appointment: Arlington Historic District Commissions

Dear Mr. Audin:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, June 29th at 7:15 p.m.

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Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr


Stuart A. Lipp
182 Newport Street
Arlington, MA 02476
October 12, 2014

Carol Greeley
Executive Secretary
Planning Department
730 Massachusetts Avenue
Arlington, MA 02476

Dear Carol Greeley:

I am writing in response to your announcement in the Arlington Advocate for the openings on the Historic District Commission. My wife and I moved to Arlington two years ago to be closer to family, are now raising our young children here, and I'd like to become more involved in the community. From my resume you can see that I have a background in carpentry, furniture making/restoration, piano making, project management, and experience working directly with the architectural community. I'd like to learn more about the Commission, its goals, and how it functions. Thank you.

Sincerely,


Stuart A. Lipp

Enclosure

STUART A. LIPP

182 Newport Street, Arlington, MA 02476
617-803-9096
lippstuart@gmail.com

PROFESSIONAL EXPERIENCE

04/2013 - present Architectural Consultant, *Pella Windows & Doors – Boston, MA*
11/2011 – 04/2013 Project Manager, *Architectural Openings, Inc. – Somerville, MA*
02/2006 – 11/2011 Project Engineer/Manager, *Steinway & Sons – New York, NY*
02/2003 – 02/2006 Pattern Maker, *Steinway & Sons – New York, NY*
05/2002 – 02/2003 Lead Furniture Maker, *Niall Paton, Designer & Maker in Wood – Ordhead, Scotland*
09/2000 – 09/2001 Furniture Maker, *Margonelli Fine Handmade Furniture – Edgcombe, ME*
05/2000 – 09/2001 Junior Carpenter, *Cappelletti Builders, Inc. – Damariscotta, ME*

EDUCATION

Spring 2009 Professional Certificate in Product Design, *New York University – New York, NY*
Fall 2007 Professional Certificate in Computer Aided Design, *New York University – New York, NY*
Class of 2002 Certificate in Furniture Making, Design, and Restoration, *Chippendale International School of Furniture – East Lothian, Scotland*
Class of 2000 B.S. in Supply Chain Management, *Syracuse University – Syracuse, NY*

PUBLISHED ARTICLES

Issue No. 213, 198, 197, 196, 195, 193 *Fine Woodworking Magazine*

CERTIFICATIONS

Certified Document Technologist, *Construction Specifications Institute*

ASSOCIATIONS

Construction Specifications Institute
Boston Society of Architects
Chapoquoit Yacht Club

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DANIEL J. DUNN
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 18, 2015

Stuart A. Lipp
182 Newport Street
Arlington, MA 02476

Re: Appointment: Arlington Historic District Commissions

Dear Mr. Lipp:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, June 29th at 7:15 p.m.

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Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr

October 28, 2014

41 Jason Street

Arlington, Ma. 02476-6446

Carol Greeley

Arlington Historic District Commission

730 Massachusetts Avenue

Arlington, Ma. 02476

Dear Ms. Greeley:

I am writing to apply for an At-Large Commissioner for the Arlington Historic Commissions.

In November of 1981 my husband (an Arlington native) and I were delighted to purchase the property at 41 Jason Street. We had long admired the architectural integrity of this neighborhood anchored by the Jason Russell House wonderfully restored at the generous behest of Ms. Smith.


I hope to be helpful in supporting efforts to retain the special characteristics of our historic landmarks within the framework of the needs of the community at large. Over the years I have been active in the community as a VNA board member, a PTO board member at the Bishop school, a Corporator at the Arlington Boys and Girls Club and a board member of the Arlington Soccer Club and their BAYS representative.

Although I drive a contemporary car I favor antiques, gardening, needlepoint, knitting, reading and spending time at the seasonal home of my father-in-law in New Hampshire in an antique home built in the late 1700's and remarkably authentic.

I would be pleased to be elected to a seat on the commission. Thank you for your consideration.

Sincerely,

Carol S. Tee


781-648-8423

Carol Sleight Tee
41 Jason Street
Arlington, MA 02476
781-648-8423

CURRICULUM VITAE

Research Experience:

- Jan. 2004 – present Judge Baker Children's Center, TEAMS Project, a multi-site depression prevention study. Co-investigators for Boston site: William Beardslee, M.D., and Tracy R. G. Gladstone, Ph.D. I am a clinical assessor.
- Aug. 1995 – Dec. 2003 Judge Baker Children's Center, Laboratory of William Beardslee, M.D. Prevention of Depression Project. Clinical research interviewer. Recruited and scheduled subjects, interviewed them with diagnostic measures, submitted data, and wrote reports. During the final phase of this project I contributed to the design and content of some of our in-lab measures.
- June 1991 - June 1994 DISC and Child Testing Group Coordinator, Laboratory of Developmental Psychopathology under the direction of Gil Noam, Ph.D., McLean Hospital, Belmont, MA. Held weekly staff meetings, assigned cases, and problem-solved as needed.
- May 1990 - June 1994 Research Assistant/Child Tester. Administered the DISC-C to inpatient adolescents and the DISC-P and CBCL to their parents. Hall Mercer Adolescent Unit, McLean Hospital, Belmont, MA. Interviewed subjects and their parents, entered data, wrote reports based on the findings.
- Clinical Experience:
- Feb. 1983 - June 1990 Mental Health Worker II, Out-pt. Therapist. Volunteer 8/hrs./wk. Revere Community Counseling Center, Revere, MA.
- Aug. 1978-Nov.1982 Mental Health Worker II, Out-pt. Therapist with mixed case load of adult and geriatric patients. Revere Community Counseling Center, Revere, MA.
- Sept. 1976- June 1977 Mental Health Worker, Service II, adult In-pt. unit, Massachusetts Mental Health Center, Boston, MA.

Education:

Wheaton College, Norton, MA B.A. in psychology, 1975.

Old Town High School, Old Town, ME 1971.

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TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

June 18, 2015

Carol S. Tee
41 Jason Street
Arlington, MA 02476

Re: Appointment: Arlington Historic District Commissions

Dear Ms. Tee:

As a matter of the standard appointment procedure, the Board of Selectmen requests that you attend a meeting of the Board of Selectmen at Town Hall, Selectmen's Chambers, 2nd Floor, 730 Massachusetts Avenue, on Monday, June 29th at 7:15 p.m.

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Please contact this office to confirm the date and time with either Mary Ann or Fran at the above number.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Change of Manager - All Alcohol License

Summary:

Not Your Average Joe's Inc., 645 Massachusetts Avenue, David Chambers
(tabled from 5/18/15 and 6/8/15 meetings)

ATTACHMENTS:

Type	Description
 Reference Material	ABCC Application

NOT YOUR AVERAGE JOE'S

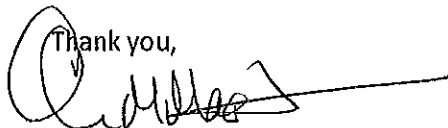
May 7, 2015

Board of Selectman
Town of Arlington
730 Mass Avenue
Arlington, MA 02476

Dear Board,

Enclosed please find the ABCC application to for the change in manager for Not Your Average Joe's located at 645 Mass. Ave. Please let me know if you need any additional information to process this request. I can be reached at cmacdonald@nyajoes.com or 774.213.2949.

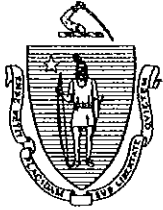
Thank you,



Christine MacDonald

2 GRANT AVE SUITE 300
MILTON, MA 02186
T 774 213 2000 F 774 213 2099

WWW.NYAJ.COM



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

Print Form

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL
LICENSING AUTHORITY.**

ECRT CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: \$200.00

(CHECK MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL)

CHECK NUMBER

198001

IF USED EPAY, CONFIRMATION NUMBER

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

003000025

LICENSEE NAME

Not Your Average Joe's

ADDRESS

645 Mass Avenue

CITY/TOWN

Arlington

STATE

MA

ZIP CODE

02476

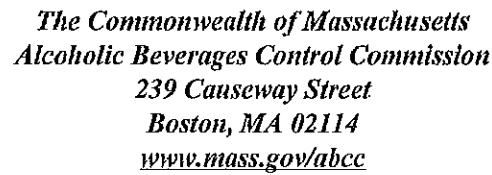
TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Cordials/Liqueurs Permit | <input type="checkbox"/> New Officer/Director | <input type="checkbox"/> Transfer of License |
| <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Issuance of Stock | <input type="checkbox"/> New Stockholder | <input type="checkbox"/> Transfer of Stock |
| <input type="checkbox"/> Change of License Type | <input type="checkbox"/> Management/Operating Agreement | <input type="checkbox"/> Pledge of Stock | <input type="checkbox"/> Wine & Malt to All Alcohol |
| <input type="checkbox"/> Change of Location | <input type="checkbox"/> More than (3) \$15 | <input type="checkbox"/> Pledge of License | <input type="checkbox"/> 6-Day to 7-Day License |
| <input checked="" type="checkbox"/> Change of Manager | <input type="checkbox"/> New License | <input type="checkbox"/> Seasonal to Annual | |

☐ Other

**THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH THE
CHECK, COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:**

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**



003000025

Arlington

☒ Change of Manager
 ☐ Alteration of Premises
☐ Pledge of License/Stock
 ☐ Cordial & Liqueurs
☐ Change of Corporate Name/DBA
 ☐ Change of Location
☐ Change of License Type (\$12 ONLY, e.g. "club" to "restaurant")

Peck Lowne

David Chambers

Lender:

Requested New License Type:

Date Signed _____

(If a Corporation/LLC, by its authorized representative)



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee	Not Your Average Joe's Inc	B. Business Name (dba)	Not Your Average Joe's	
C. Address	645 Mass Avenue		D. ABCC License Number (If existing licensee)	003000025
E. City/Town	Arlington	State	MA	Zip Code 02476
F. Phone Number of Premise	781.643.1666	G. EIN of License	04-3461276	

2. PERSONAL INFORMATION:

A. Individual Name	David Chambers	B. Home Phone Number	774.424.0414	
C. Address	143 Water Street			
D. City/Town	Framingham	State	MA	Zip Code 01701
E. Social Security Number	[REDACTED]	F. Date of Birth	[REDACTED]	
G. Place of Employment	Not Your Average Joe's, 2 Granite Avenue, Suite 300, Milton, MA 02186			

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime?

Yes ☐ No ☒

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

NONE

IMPORTANT ATTACHMENTS (8): For all cash contributions, attach last (3) months of bank statements for the source(s) of this cash.

*If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature	<u>David Chambers</u>	Date	<u>4/7/15</u>
Title	General Manager	(If Corporation/LLC Representative)	



Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street, First Floor
Boston, MA 02114

STEVEN GROSSMAN
TREASURER AND RECEIVER GENERAL

CORI REQUEST FORM

KIM S. GAINSBORO, ESQ.
CHAIRMAN

The Alcoholic Beverages Control Commission has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information. For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

ABCC LICENSE INFORMATION

ABCC NUMBER: (IF EXISTING LICENSE)	3000025	LICENSEE NAME:	Not Your Average Joe's	CITY/TOWN:	Arlington
---------------------------------------	---------	----------------	------------------------	------------	-----------

APPLICANT INFORMATION

LAST NAME:	Chambers	FIRST NAME:	David	MIDDLE NAME:	Allen			
MAIDEN NAME OR ALIAS (IF APPLICABLE):		PLACE OF BIRTH:	Prescott, AZ					
DATE OF BIRTH:		SSN:		ID THEFT INDEX PIN (IF APPLICABLE):				
MOTHER'S MAIDEN NAME:	Meyer	DRIVER'S LICENSE #:		STATE LIC. ISSUED:	Massachusetts			
GENDER:	MALE	HEIGHT:	5	9	WEIGHT:	240	EYE COLOR:	Blue
CURRENT ADDRESS:	143 Water Street							
CITY/TOWN:	Framlingham	STATE:	MA	ZIP:	01701			
FORMER ADDRESS:	14 Derby Road							
CITY/TOWN:	Watertown	STATE:	MA	ZIP:	02472			

PRINT AND SIGN

PRINTED NAME:	David Chambers	APPLICANT/EMPLOYEE SIGNATURE:	<i>David Chambers</i>
---------------	----------------	-------------------------------	-----------------------

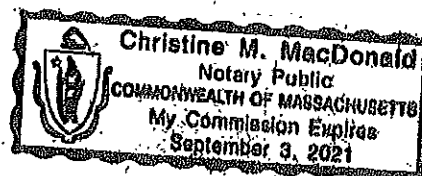
NOTARY INFORMATION

On this	4.7.15	before me, the undersigned notary public, personally appeared	David Chambers
(name of document signer), proved to me through satisfactory evidence of identification, which were			
personal knowledge			
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.			
<i>[Signature]</i>			
NOTARY			

DIVISION USE ONLY

REQUESTED BY:	
SIGNATURE OF CORI-AUTHORIZED EMPLOYEE	

The DCJ Identity Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4614.





The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

MANAGER APPLICATION

All proposed managers are required to complete a Personal Information Form,
and attach a copy of the corporate vote authorizing this action and appointing a manager.

1. LICENSEE INFORMATION:

Legal Name of Licensee:	Not Your Average Joe's Inc	Business Name (dba):	Not Your Average Joe's
Address:	645 Mass Avenue		
City/Town:	Arlington	State:	MA Zip Code: 02476
ABCC License Number: (If existing licensee)	003000025	Phone Number of Premise:	781.643.1666

2. MANAGER INFORMATION:

A. Name:	David Chambers	B. Cell Phone Number:	774.424.0414
C. List the number of hours per week you will spend on the licensed premises:		50+	

3. CITIZENSHIP INFORMATION:

A. Are you a U.S. Citizen:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	B. Date of Naturalization:		C. Court of Naturalization:	
----------------------------	---	----------------------------	--	-----------------------------	--

(Submit proof of citizenship and/or naturalization such as U.S. Passport, Voter's Certificate, Birth Certificate or Naturalization Papers)

4. BACKGROUND INFORMATION:

A. Do you now, or have you ever, held any direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages? Yes ☐ No ☒

If yes, please describe:

B. Have you ever been the Manager of Record of a license to sell alcoholic beverages that has been suspended, revoked or cancelled? Yes ☐ No ☒

If yes, please describe:

C. Have you ever been the Manager of Record of a license that was issued by this Commission? Yes ☒ No ☐

If yes, please describe: General Manager, Legal Sea Foods, Burlington, MA 2007-2010

D. Please list your employment for the past ten years (Dates, Position, Employer, Address and Telephone):

See Resume Attached

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature David Chambers Date 4/7/08

RESUME OF QUALIFICATIONS

David A. Chambers

April 08, 2015

143 Water St. ♦ Framingham, Massachusetts 01701 ♦ cell (774) 424-0414
Email: acdchambers@verizon.net

PROFESSIONAL EXPERIENCE

NOT YOUR AVERAGE JOE'S, Arlington, MA
GENERAL MANAGER

10/14-Current

- Responsible for all aspects of the restaurant's operations, including sales building, improved customer relations/experience and execution of consistency in all areas of service, both in house, and through social media vehicles.
- Directly responsible for coaching and development of staff through monitoring and reinforcement of procedural expectations

UNITED PARCEL SERVICE, Ashland, MA
PRE-LOAD SUPERVISOR

11/12 – 10/14

- Responsible for Sort Operations including the unloading, sorting and reloading all incoming freight onto package cars for days delivery, ensuring all packages are on correct vehicles for established routes.
- Ensure staff is trained and educated regarding safety and its' application in the workplace, and following the correct procedures during the sort process.
- Conduct audits in all package cars, making sure packages are on correct vehicles and loaded for maximum efficiency allowing drivers to deliver in a safe productive manner.

DCICS, Framingham, MA
OWNER / OPERATOR

01/11-10/14

- Responsible for pick-up and delivery of various products from a multitude of vendors through-out New England, providing professional and courteous customer service.
- Structure routes in an economical, efficient manner controlling overhead and expenditures.

LEGAL SEA FOODS, Boston, MA
GENERAL MANAGER

01/07-11/10

- Responsible for all aspects of restaurant operations, including sales building and execution of company standards.
- Directly responsible for on-site management's coaching and development.
- Responsible for all facility improvements, maintaining budgets, financial planning and customer relations.
- Consistently maintained above-par financial health of the restaurant while achieving growth of year on year sales in all quarters.

NOT YOUR AVERAGE JOE'S, Watertown, MA
GENERAL MANAGER

10/03-01/07

- Responsible for regional training of new management recruits involved in all areas of the restaurants.
- Responsible for all aspects of the restaurant's operations, including sales building, improved customer relations/experience and execution of consistency in all areas of service.
- Directly responsible for on-site management's coaching and development.

McCORMICK & SCHMICKS, Boston, MA
RESTAURANT MANAGER

06/02-10/03

- Responsible for recruiting, hiring, training and scheduling the service staff.
- Responsible for ordering, inventory, and controlling beverage cost.
- Responsible for managing day-to-day operations as set forth by corporate standard policies.

CHEVYS' FRESH MEX, Saugus, MA
GENERAL MANAGER

02/01-06/02

- Responsible for all aspects of the restaurants operations, including sales building and policy execution.
- Directly responsible for management coaching and development.
- Analyze and create a complete budget and operational plan for the fiscal year in order to maintain consistency and foster sales growth.

DECLERCK ENTERPRISES, (d.b.a.) CHEVYS' & TACO BELL, Yreka, CA
DIRECTOR OF OPERATIONS

8/00-2/01

- Directly responsible for the operations of two concepts including seven restaurants in two states.
- Set up and monitored regional systems for the General Managers to improve standards and maintain consistency.

UNITED PARCEL SERVICE, Fort Collins, CO
PACKAGE DRIVER

3/95- 7/00

- Deliver business and residential packages throughout area.
- Sort and arrange stops in an organized and efficient manner to ensure a safe productive workday.

COLUMBIA BASIN PIZZA HUT, INC., Yakima, WA
AREA DIRECTOR OF OPERATIONS

5/91 - 7/94

- Directly responsible for management development and full scale operations for five restaurants.
- Planned, developed, and monitored operations including all financial aspects such as profitability, sales, building, and reporting.
- Prepared yearly budgets and analyzed P&L statements in each unit. Held the General Managers accountable for facts at periodic business review meetings.
- Core instructor for regional management training for all entry-level management.
- Interviewed and recruited management associates.

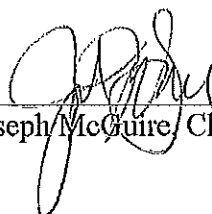
- REFERENCES FURNISHED UPON REQUEST

**NOT YOUR AVERAGE JOE'S, INC.
CLERK'S CERTIFICATE**

I, **Joseph McGuire, Clerk of Not Your Average Joe's, Inc.**, a Delaware corporation authorized to do business in the Commonwealth of Massachusetts (the "Corporation") having a usual place of business in Middleboro, Massachusetts, hereby certify that I have custody of its corporate record, and that the following is a true copy of a vote passed by the Board of Directors with a resolution that was adopted as follows:

RESOLVED: That the manager of the Arlington, MA restaurant for the purpose of the Company's liquor license is changed from Peter Lowre to David Chambers.

IN WITNESS WHEREOF, I hereunto subscribe my name as Clerk this 29th day of April, 2015.



Joseph McGuire, Clerk



Town of Arlington, Massachusetts

Request: Class II License

Summary:

Arlington Auto Brokers, 1211 Massachusetts Avenue
Ali A. Mohammadi & Amon P. Mohammadi

ATTACHMENTS:

Type	Description
 Reference Material	Arl. Auto Brokers Application packet

LICENSE APPLICATION REPORT

Type of License: **Class II**

Name of Applicant: Ali A. Mohammadi/Amon P. Mohammadi
 d/b/a Arlington Auto Brokers, LLC
Address: 1211 Massachusetts Avenue

The following Departments have **no objections** to the issuance of said license:

- Police _____
- Fire _____
- Building _____

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police _____x_____
- Fire _____x_____
- Building _____x_____

PLEASE NOTE:

**THE BOARD OF HEALTH AND PLANNING DEPARTMENT
REPORTED THEY ARE NOT INVOLVED WITH THE
CLASS II INSPECTION.**

ARLINGTON POLICE DEPARTMENT

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

June 9, 2015

On Tuesday, June 9, 2015 at 8:15 AM, I called and spoke with Ali Mohammadi regarding this application for a Class II License for the Arlington Auto Brokers, located at 1211 Mass. Ave. Mr. Mohammadi stated that he will be selling used cars at this location. Mr. Mohammadi stated that he has been running another used car lot in Burnwood, NH called Gas Motors for 2 ½ years. Mr. Mohammadi stated that he will be running the business with his son, Amon Mohammadi. Mr. Mohammadi stated that he will be working and running the day to day operations at this location.

I advised Mr. Mohammadi that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Class II License for the Arlington Auto Brokers.

Detective Edward DeFrancisco

APPLICANT'S SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: Ali A. Mohammadi

Date: 6/25/15

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, June 24, 2015
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 1211 Mass. Ave.
Applicant's Name: Ali A. Mohammadi/Amon P. Mohammadi
D/B/A: Arlington Auto Brokers, LLC
Telephone: 617 851-0492/781 799-9098
Department: Sent E-mail Date: 6/4/15

**PLEASE NOTE: IF YOU DON'T NEED TO INSPECT THIS PLEASE LET ME KNOW.
AGENDA ITEM FOR 6/29/15 MEETING.**

Departments:

RE: CLASS II

Police
Fire
Board of Health
Building
Planning

Comments by each Division or Department:

*all fire alarm systems, fire extinguishers,
emergency lights and exit signs must be tested
and/or inspected prior to opening.*

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name:

Date:

BOARD OF SELECTMEN
Town of Arlington – Inspection Report

Report is due at the Office of the Board of Selectmen by, June 24, 2015
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 1211 Mass. Ave.
Applicant's name: Ali A. Mohammadi/Amon P. Mohammadi
D/B/A: Arlington Auto Brokers, LLC.
Telephone: 617 851-0492/781 799-9098

Department: **Sent E-mail**

Date: 6/4/15

MEETING DATE: 6/29/15

Re: Class II

Fire
Police
Board of Health
Building, Wiring, Plumbing
Planning

Comments by each Division or Department:

The Building Department has no objections to issuing this license as long as all of the following conditions are complied with:

Building

All building changes need building permits.
All sign changes need approval and sign permit.
Window signs cannot exceed 25% of window or fines will be levied.
Certificate of Occupancy is needed - \$36.00 fee.
The Director of Inspectional Services has no objection to the issuance/renewal of this license.

Plumbing

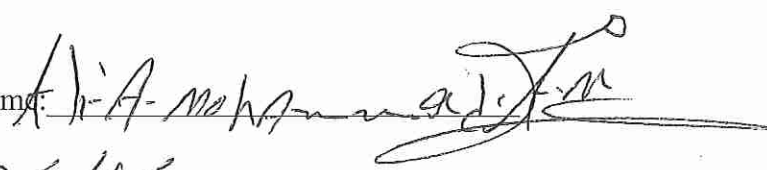
The Inspector of Plumbing and Gasfitting has no objection to the issuance/renewal of this license.
All Plumbing and Gasfitting work requires that permits be obtained from this office for their respective trades by licensed contractors.

Electrical

The Inspector of Wires has no objection to the issuance/renewal of this license.
The applicant acknowledges that this is a conditional approval of the premises only and is not to be construed as approval by the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: 

Date: 6/29/15

OFFICE OF THE BOARD OF SELECTMEN

CLARISSA ROWE, CHAIR
JOHN W. HURD, VICE CHAIR
KEVIN F. GREBLEY
DIANE M. MAHON
ANNIE LACOURT



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

The License applied for, if Granted, cannot be Sold, Transferred or
Surrendered without the authority of the Board of Selectmen.

APPLICATION

Application Fee:
\$100.00

June 1, 2015
(Date)

To the Board of Selectmen:

The undersigned hereby make application for a
CLASS II LICENSE

Arlington Auto Brokers, LLC

Name: Ali A. Mohammadi & Amon P. Mohammadi

Address: 1211 Mass. Ave.

Telephone No.: 617-851-0492

SIGNATURE

RESIDENCE
(Street and Number)

Ali A. Mohammadi / Amon Mohammadi

8 Irving St. Stoneham, MA 02180

PRINT NAME

SIGNATURE

TELEPHONE NUMBER

State country of birth Iran/ U.S.A

Location of Business 1211 Massachusetts Ave

Arlington, MA 02476

APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE
OR ASSEMBLE SECOND HAND MOTOR VEHICLES
OR PARTS THEREOF

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a Class 2
class license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with
the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? .. Arlington Auto Brokers, LLC

Business address of concern. No. .. 1211 Massachusetts Ave St.,
Arlington, MA City — Town.

2. Is the above concern an individual, co-partnership, an association or a corporation? .. Co-partnership

3. If an individual, state full name and residential address.
.....
.....

4. If a co-partnership, state full names and residential addresses of the persons composing it.

Ali A. Mohammadi of 8 Irving St. Stoneham, MA 02180

Amon P. Mohammadi of 8 Irving St. Stoneham, MA 02180

5. If an association or a corporation, state full names and residential addresses of the principal officers.

President

Secretary

Treasurer

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles? .. Yes ...

If so, is your principal business the sale of new motor vehicles? .. No

Is your principal business the buying and selling of second hand motor vehicles? .. Yes

Is your principal business that of a motor vehicle junk dealer? .. No

7. Give a complete description of all the premises to be used for the purpose of carrying on the business.

Please see the attached parking plan as well as the attached lease.

8. Are you a recognized agent of a motor vehicle manufacturer? No (Yes or No)

If so, state name of manufacturer

9. Have you a signed contract as required by Section 58, Class 1? No (Yes or No)

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? Yes (Yes or No)

If so, in what city — town Brentwood, NH

Did you receive a license? Yes (Yes or No) For what year? 2013-Present

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? No (Yes or No)

Sign your name in full Ali A. Mahamud (Only authorized to represent the concern herein mentioned)

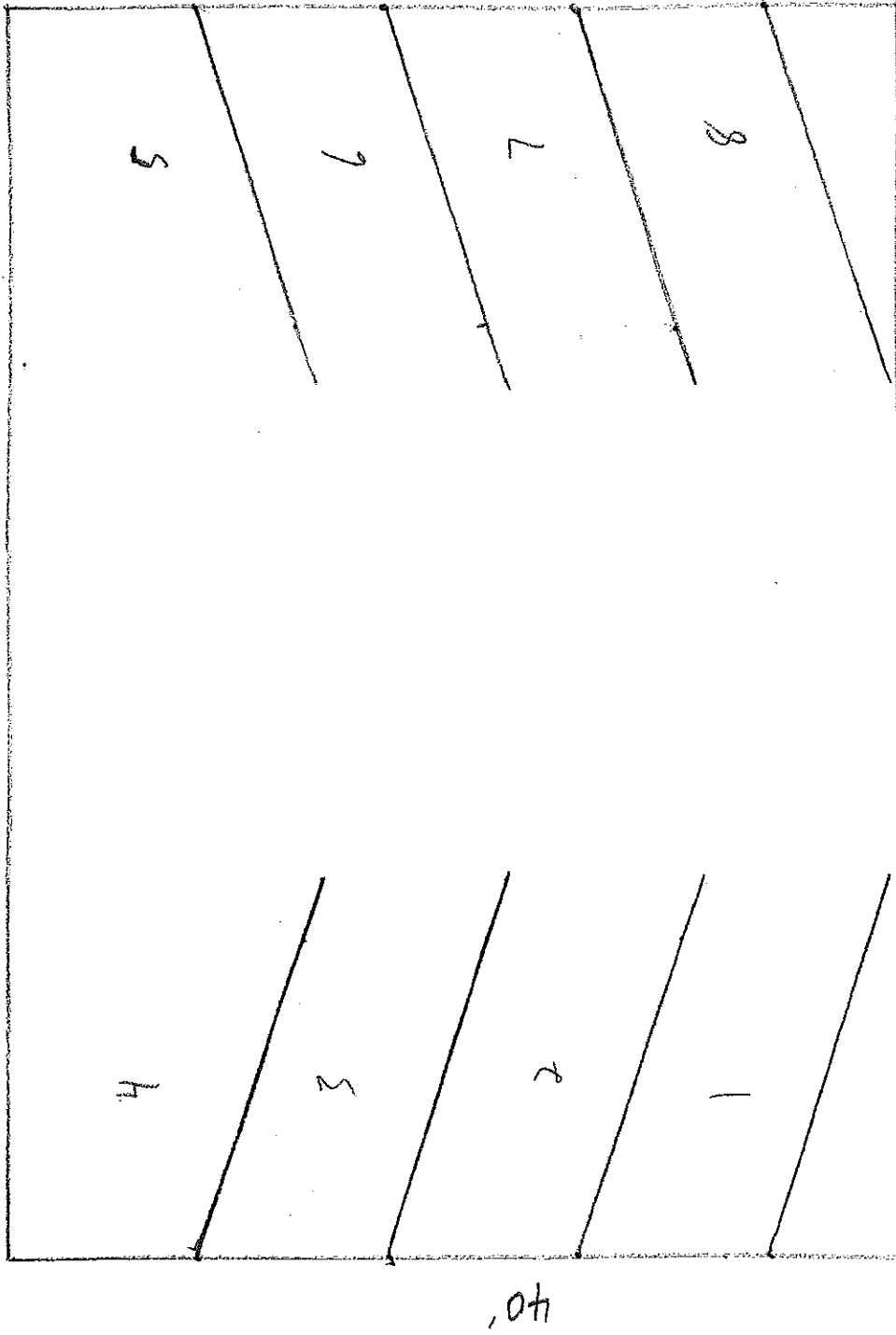
Residence 8 Irving St. Stoneham MA 02180

IMPORTANT

EVERY QUESTION MUST BE ANSWERED WITH
FULL INFORMATION, AND FALSE STATEMENTS
HEREIN MAY RESULT IN THE REJECTION OF
YOUR APPLICATION OR THE SUBSEQUENT
REVOCATION OF YOUR LICENSE IF ISSUED.

NOTE: If the applicant has not held a license in the year prior to this application, he must file a duplicate of the application with the registrar. (See Sec. 59)

Open Lot Layout



1 inch = 8 feet

Agro x parking area is 40' x 56'



Town of Arlington, Massachusetts

Request: Common Victualler License

Summary:

BNB Food Corporation d/b/a THANA Thai Kitchen
882A Massachusetts Avenue
Chawalit Kaivasang & Banditt Thanapermsuk

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Reference Material	THANA Inspection Reports & Application Packet

LICENSE APPLICATION REPORT

Type of License: Common Victualler License

Name of Applicant: Chawalit Kaivasang d/b/a THANA Thai Kitchen
(originally submitted as d/b/a Tam-Sung)

Address: 882A Mass. Ave

The following Departments have **no objections** to the issuance of said license:

- Police _____
- Fire _____
- Health _____
- Building _____
- Planning _____

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police _____x_____
- Fire _____x_____
- Health _____x_____
- Building _____x_____
- Planning _____x_____

The following Departments have **objections** to the issuance of said license:
(see attached)

- Police _____
- Fire _____
- Health _____
- Building _____
- Planning _____

ARLINGTON POLICE DEPARTMENT

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

June 15, 2015

On Monday, June 15, 2015 at 12:00 PM, I called and spoke with Chawalit Kaivasang regarding this application for a Common Victualler License for the Tam-Sung restaurant, located at 882A Mass. Ave. Mr. Kaivasang stated that this will be his first business opening and hopes to open in July – August sometime. Mr. Kaivasang stated that he will not be serving alcohol at this time.

I advised Mr. Kaivasang that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Common Victualler License for the Tam-Sung restaurant.

INSPECTION REPORT SECTION:

Respectfully Submitted,

Detective Edward DeFrancisco

APPLICANT'S SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name:

Date:

Chawalit Kaivasang
6/25/2015

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, **June 9, 2015**
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 882A Mass. Ave.
Applicant's Name: Chawalit Kaivasang
D/B/A: Tam-Sung
Telephone: 617 997-6002
Department: Sent Interoffice Mail & E-mail

Date: 6/9/15

MEETING DATE: JUNE 29, 2015

Departments:

RE: COMMON VICTUALLER LICENSE

Police
Fire
Board of Health
Building
Planning

INSPECTION REPORT SECTION:

*all fire alarm systems, fire extinguishment items
and systems, emergency liders and exit signs
must be inspected and/or tested prior to opening.*

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: *Chawalit K*

Date: *6/25/2015*

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, **June 9, 2015**

ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 882A Mass. Ave.
Applicant's Name: Chawalit Kaivasang
D/B/A: THANA Thai Restaurant (original application name Tam-Sung)
Telephone: 617 997-6002
Department: Sent Interoffice Mail & E-mail Date: 6/9/15

MEETING DATE: JUNE 29, 2015

Departments:

RE: COMMON VICTUALLER LICENSE

Police
Fire
Board of Health
Building
Planning

INSPECTION REPORT SECTION:

The Office of the Board of Health is currently reviewing the plan review application that was submitted for Thana Thai Kitchen (Tam Sung). A letter will be sent to the Owner outlining the conditions of approval by the end of the week. Once the plans have been approved and the conditions outlined in the letter have met, this office will conduct a final inspection prior to the issuance of a permit to operate a food establishment. Please be reminded that it is the Owner(s) and/or Manager(s) responsibility to ensure that the establishment complies with 105 CMR 410.000 (1999 Food Code).

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: 

Date: 6/25/2015

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, **June 9, 2015**
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 882A Mass. Ave.
Applicant's Name: Chawalit Kaivasang
D/B/A: Tam-Sung
Telephone: 617 997-6002
Department: Sent Interoffice Mail & E-mail

Date: 6/9/15

MEETING DATE: JUNE 29, 2015

RE: COMMON VICTUALLER LICENSE

Police

Fire

Board of Health

Building

Planning

The Building Department has no objections to issuing this license as long as all of the following conditions are complied with:

Building

All building changes need building permits.

All sign changes need approval and sign permit.

Window signs cannot exceed 25% of window or fines will be levied.

Certificate of Occupancy is needed - \$36.00 fee.

The Director of Inspectional Services has no objection to the issuance/renewal of this license.

Plumbing

The Inspector of Plumbing and Gasfitting has no objection to the issuance/renewal of this license.

All Plumbing and Gasfitting work requires that permits be obtained from this office for their respective trades by licensed contractors.

Electrical

The Inspector of Wires has no objection to the issuance/renewal of this license.

The applicant acknowledges that this is a conditional approval of the premises only and is not to be construed as approval by the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass.

Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: Chawalit Kaivasang

Date: 6/25/2015

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, June 24, 2015

ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 882a Mass. Ave
Applicant's Name: Chawalit Kaivasang
D/B/A: Tam Sung Thai Restaurant
Telephone: 617-997-6002
Department: Sent Interoffice Mail & E-mail Date: 6/16/15

MEETING DATE: JUNE 29, 2015

Inspected By: *Ted Fields, 6/16/2015*

Departments: **RE: COMMON VICTUALLER**

Police
Fire
Board of Health
Building
Planning

Comments by each Division or Department: The business proposed for this site is a 450 square foot restaurant selling Thai cuisine for breakfast, lunch and dinner food for consumption on and off the premises seven days per week from 6am to 11pm. Five (5) staff will be employed. There is proposed seating for 22 patrons with twenty-five (25) shared off-street parking spaces. It is a small enterprise serving the residential neighborhoods and commercial strips opposite Arlington High School in a B2 business zone. It is an appropriate type of business for this setting.

The Dept. of Planning and Community Development has no objection to the amendment of the establishment's Common License as requested.

Any changes in signage, including signs in the window, and changes to the façade of the building are subject to review by this department. The applicant is reminded that all signs, including re-lettering of the existing signs require a permit issued by the Building Department. Other provisions of the Zoning Bylaw may apply as determined by the Building Inspector.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: Chawalit K (Chawalit Kaivasang)

Date: 6/25/2015

OFFICE OF THE BOARD OF SELECTMEN

730 Massachusetts Avenue

Town of Arlington

Massachusetts 02476-4908

(781) 316-3020

(781) 316-3029 fax

\$60.00 Filing Fee

APPLICATION

☒ COMMON VICTUALLER LICENSE

☐ FOOD VENDOR LICENSE (Take Out Only)

You must complete an application packet from the Board of Health Department located at 27 Maple St.

You must have the completed application reviewed by the Inspections Department located at 51 Grove St. before filing this application with this office

Location 882A Massachusetts Ave. Arlington MA 02476

Name of Applicant Chawalit Kaivasang

Corporate Name (if applicable) BNB Food Corporation

D/B/A ~~TAM-SUNG~~ THANA Thai Kitchen (BT.) (4/22/15)

Date 5/6/2015

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

(A) it is understood that the Board is not required to grant the license.

(B) no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Board of Selectmen, and, furthermore, any work done is done at the applicant's risk, and

(C) in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Board of Selectmen a thirty day notice of his intention to sell same before such application will be acted upon by the Selectmen.

(D) that the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.



Signature Name Chawalit Kaivasang (Chawalit Kaivasang)

Signature Name Banditt Thanapernsuk (Banditt Thanapernsuk)

Phone: 617 997 6002 Email: Kaivasangbobby@gmail.com

Note: (A) If a corporation, state full names and addresses of principal officers.

(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name <u>Chawalit Kaivasang</u>	Name <u>Banditt Thanapermsuk</u>
Address <u>259 Westville st apt 2 R</u>	Address <u>34 Waldo rd</u>
City <u>Boston</u> Zip <u>02122</u>	City <u>Arlington</u> Zip <u>02474</u>
DESCRIPTION OF APPLICANT	
Born in the U.S., Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Born in the U.S., Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Born Where <u>Thailand</u>	Born Where <u>Thailand</u>
Date of Naturalization <u>1/29/2013</u>	Date of Naturalization <u>-</u>
Male or Female <u>Male</u>	Male or Female <u>Male</u>
	
Height <u>5</u> ft. <u>6</u> in.	Height <u>5</u> ft. <u>5</u> in.
Weight <u>190</u> lb.	Weight <u>123</u> lb.
Complexion <u>Yellow</u>	Complexion <u>Yellow</u>
Hair <u>Black</u> Eyes <u>Dark Brown</u>	Hair <u>Black</u> Eyes <u>Dark Brown</u>
Mother's Name <u>Den Kaivasang</u>	Mother's Name <u>Jittira Thanapermsuk</u>
Father's Name <u>Bandith Kaivasang</u>	Father's Name <u>Narong Thanapermsuk</u>
Wife's Maiden Name <u>Tran Huynh</u>	Wife's Maiden Name <u>-</u>
Photo 1 inch by 1 inch	



Chawalit
Kaivasang



Banditt
Thanapermsuk

The Establishment shall operate as:

☐ Sole Ownership ☒ Partnership ☐ Total Number of Partners ☐ Corporation Based in _____

(Once approved, please go to Clerk's Office for Business Certificate)

Corporate Information Required:

President	<u>Banditt Thanapermsuk</u>
Secretary	<u>Chawalit Kaivasang</u>
Treasurer	_____

Name

Address

Zip

INFORMATION RELATIVE TO APPLICATION

Breakfast _____

Yes ☒ No _____

Lunch _____

Yes ☒ No _____

Dinner _____

Yes ☒ No _____

Do you own the property? Yes _____ No ☒ Tenant At Will _____ Lease 10 years

Hours of Operation:

Day Mon - Sun 7 days Hours 6.00 AM - 11.00 PM

Day _____ Hours _____

Day _____ Hours _____

Floor Space 450 Sq. Ft.

Seating Capacity (if any) 22 seats

Parking Capacity (if any) 25 spaces

Number of Employees 5

List Cooking Facilities (and implements)

Deep Fryer, Wok, Oven, Grilled Oven, Microwave
Rice Cooker, Stove, Coffee Maker, Electric water boiler
Knife

Will a food scale be in use for sale of items to the public? Yes ☒ No _____

Will catering services be provided by you? Yes ☒ No _____

A copy of the following items must be submitted with the application:

- ☒ 1. Layout Plan of Facility & Fixtures
- ☒ 2. Site Plan (obtained at Bldg. Dept., 51 Grove St.)
- ☒ 3. Outside Facade and Sign Plan (dimensions, color)
- ☒ 4. Menu
- ☒ 5. Maintenance Program

If the facilities are not yet completed, provide estimated cost of work to be done \$ _____

FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Board of Selectmen for approval:

Date _____ Time _____

Board Action: Approved Yes _____ No _____

APPLICANT'S RESUME

Food Business Experience of Applicant

From <u>2008</u>	to <u>Now</u>
Employee <u>Pho n Rice (Director)</u>	D/B/A <u>Pho n Rice</u>
Sole Owner _____	Location <u>289 Beacon St. Somerville</u>
Partnership <u>Pho n Rice</u>	Type Food <u>Thai & Vietnamese</u>
Corporation _____	Number of Employees <u>8</u>

From <u>2013</u>	to <u>2014</u>
Employee <u>Yuzu Restaurant</u>	D/B/A <u>Yuzu Sushi Robata & Grill</u>
Sole Owner _____	Location <u>1751 W Chicago Ave. Chicago, IL 60622</u>
Partnership _____	Type Food <u>Japanese</u>
Corporation _____	Number of Employees <u>10</u>

List any other information that you feel will assist in the review of this application.

REFERENCES

Bank <u>Citi bank</u>	Type Account <u>Personal</u> <input checked="" type="checkbox"/>	Business <input checked="" type="checkbox"/>
Address <u>1815 Mass Ave. Cambridge</u>	Phone <u>617-500-7220</u>	
<u>[REDACTED]</u>	Contact _____	
Personal Reference <u>Chawalit Kaivasang</u>		
Address _____	Phone <u>617 997 6002</u>	
Prior Employer _____		
Address _____	Phone _____	
Number of years employed _____	From _____ To _____	
Contact _____	Position Held _____	
Other _____		

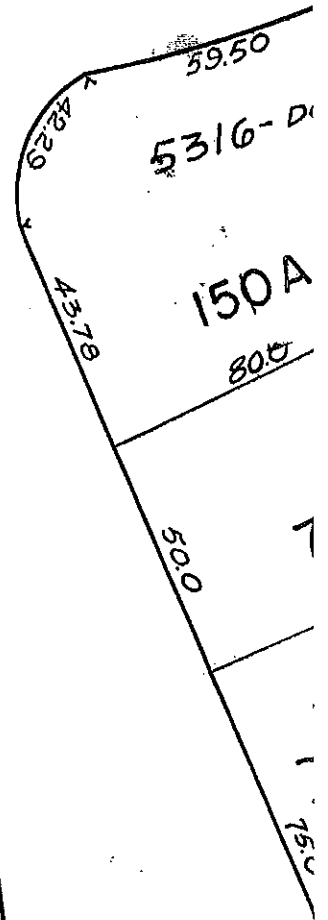
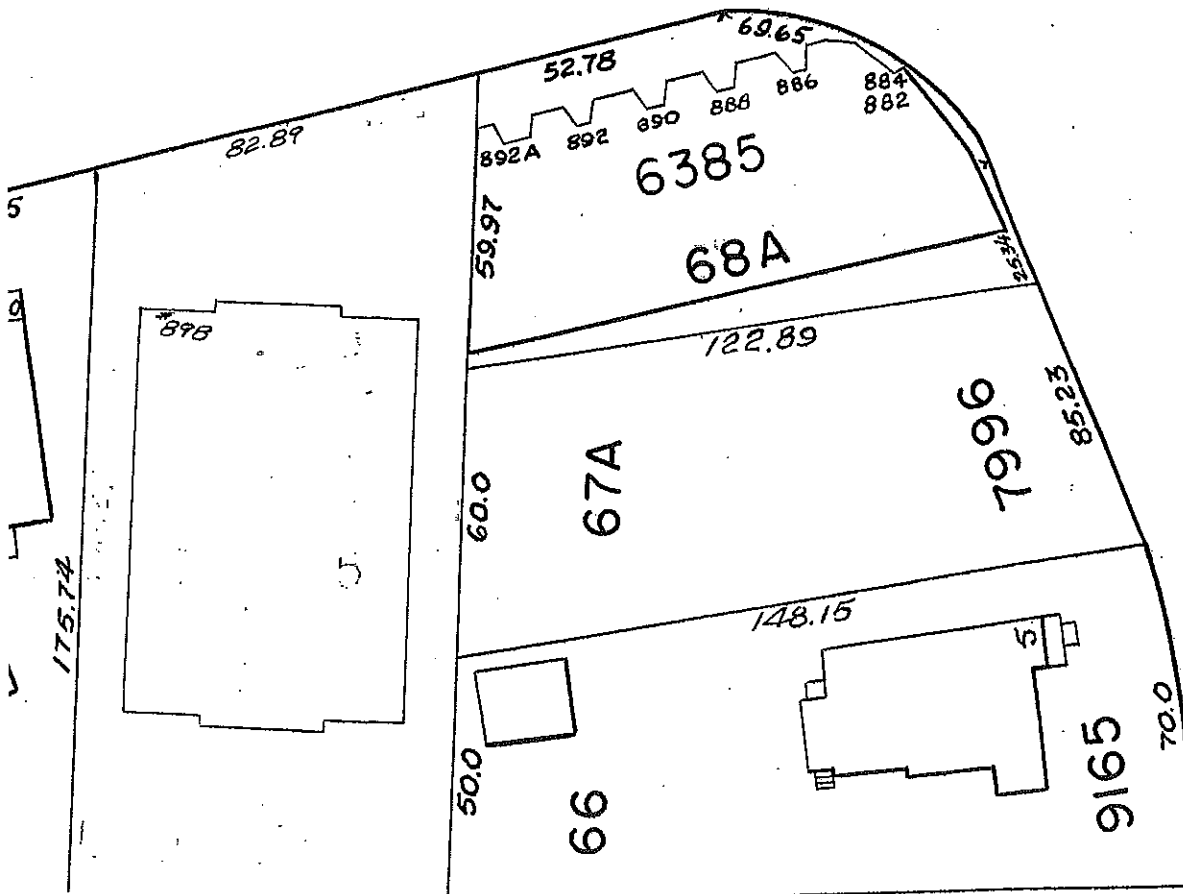
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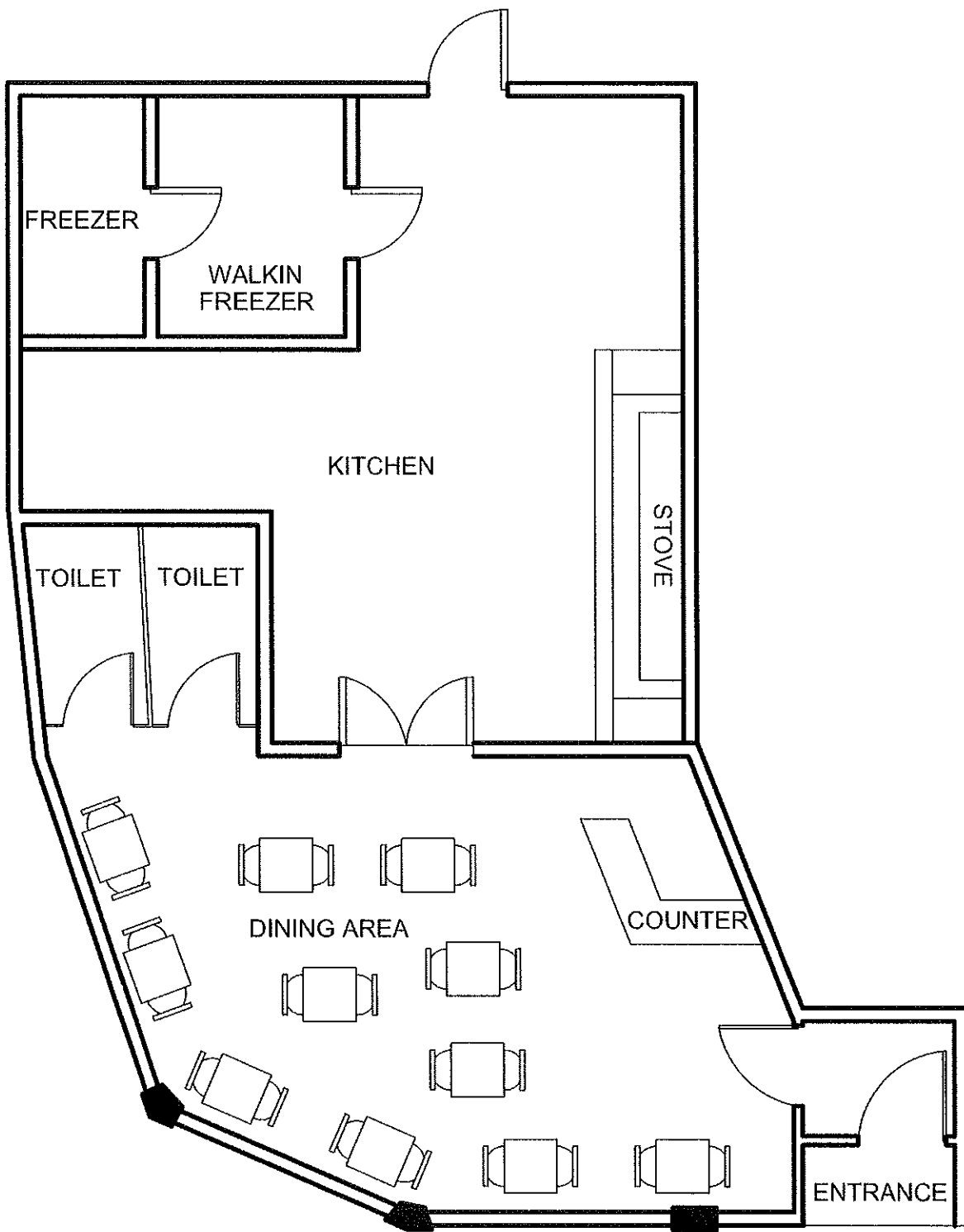
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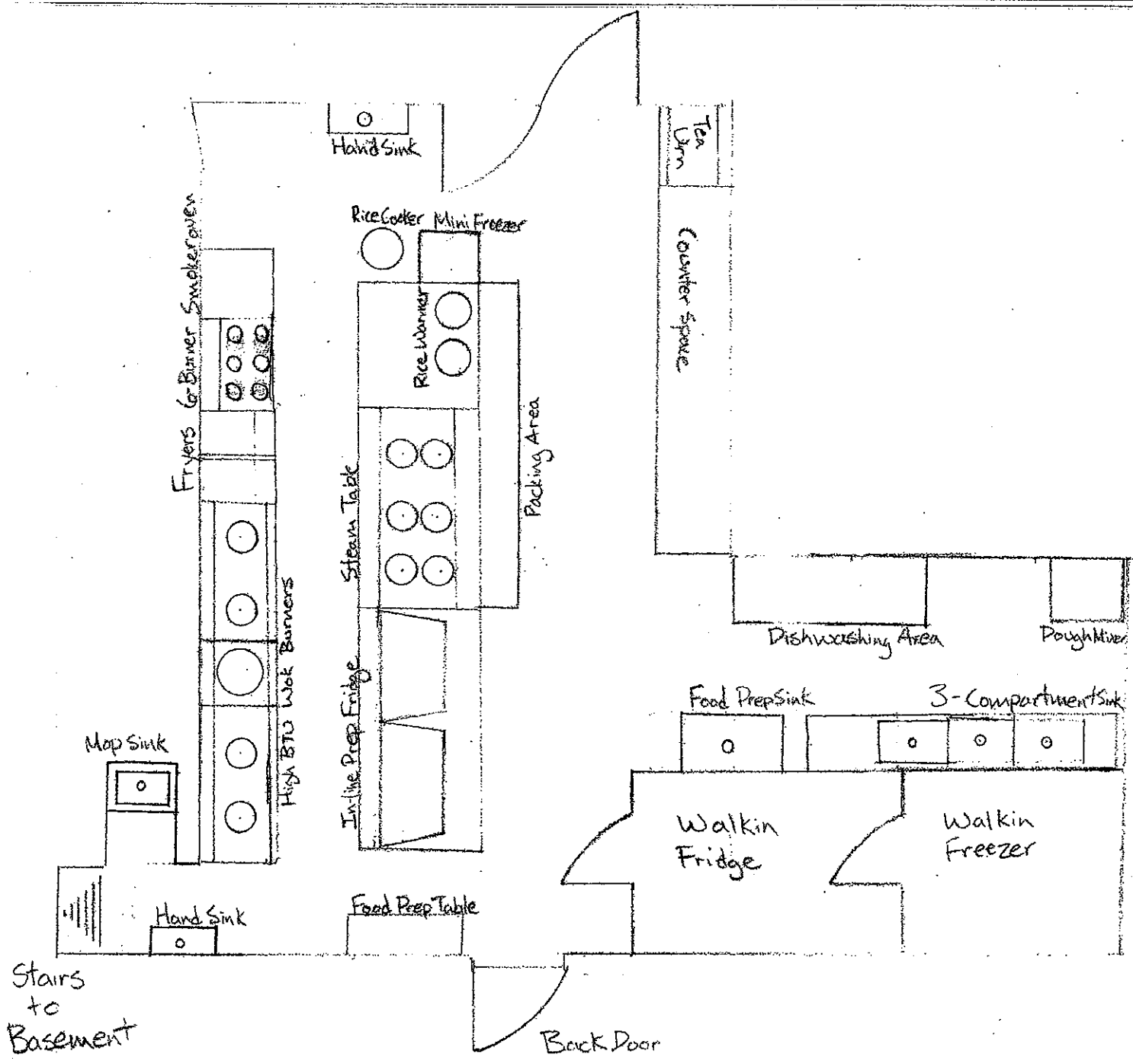
SCHOULER CT.

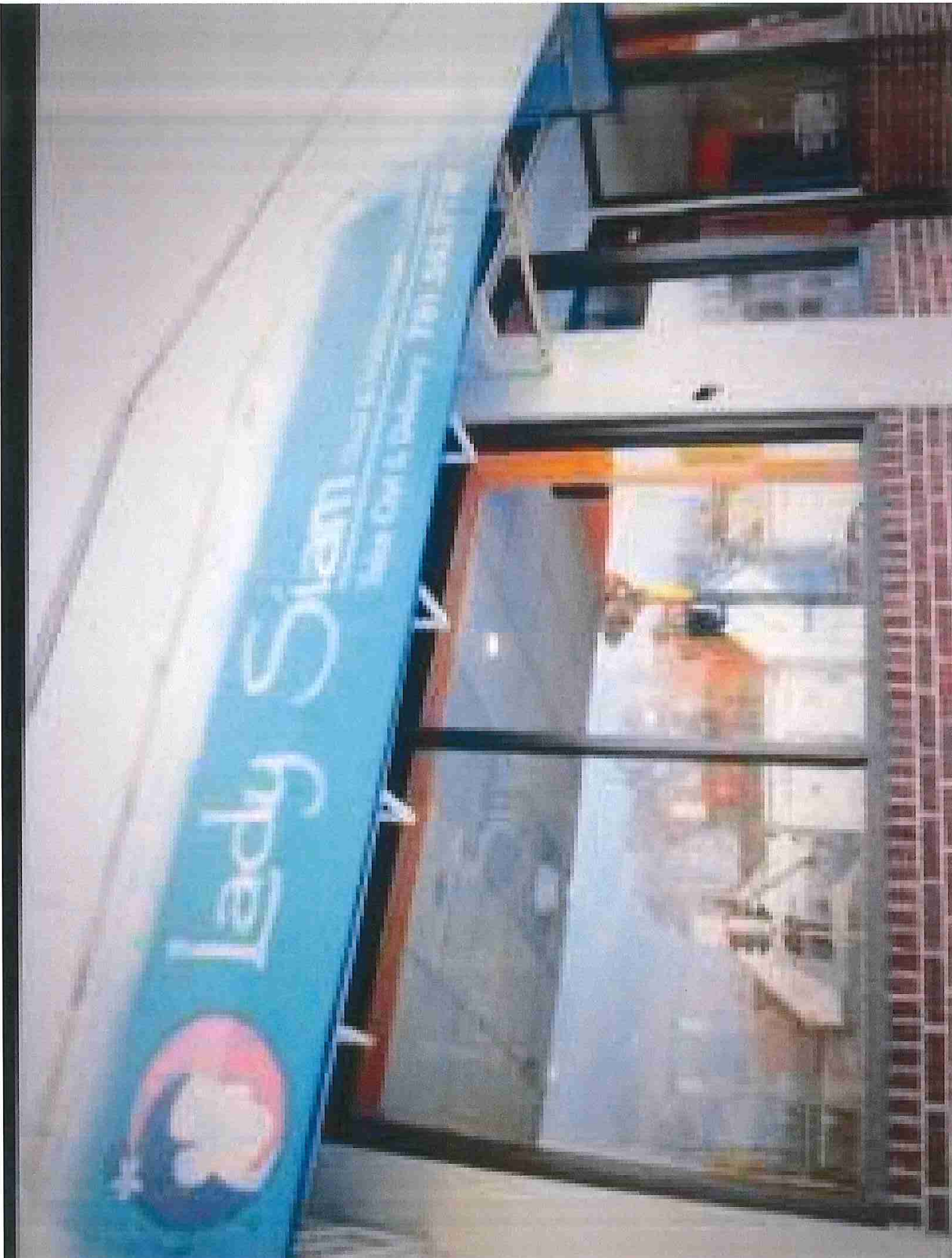
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MASS.









MAINTENANCE PROGRAM
882A MASSACHUSETTS AVE
ARLINGTON MA 02476

1. TO CHANGE NEW FLOOR
2. TO PAINT WALL
3. TO FIX COUNTER BAR
4. TO FIX RESTROOM
5. TO CLEAN KITCHEN
6. TO COMPLY WITH BOARD OF HEALTH REQUIREMENTS

ส้มตำ / PAPAYA SALAD (Somtum)

ส้มตำปู - Crab Papaya Salad \$9

Papaya salad w/ salty crab

ส้มตำปูปลาร้า - Lao Papaya Salad \$9

Papaya salad w/ preserved crab and pickled fish

ส้มตำปลาร้า - Pickled Fish Papaya Salad \$8

Papaya salad w/ pickled fish

ส้มตำไทย - Thai Papaya Salad \$9

Papaya salad w/ dried shrimp, peanuts

ส้มตำไทยใส่ปู - Thai Papaya Salad w/ crab and Peanut \$9

ส้มตำไข่เค็ม - Salted Egg Papaya Salad with Peanut \$9

ส้มตำทะเล - Seafood Papaya Salad \$10

ส้มตำกะปิ - Shrimp Paste Papaya Salad, Dried Shrimp \$10

ตำลึงตัว - Mixed Salad \$10

Papaya, shrimp, BBQ pork, vermicelli, tomato, long bean

ตำโคราช - Tum Korat \$10

Papaya salad w/ shrimp, peanuts, pickled fish, dried shrimp

ตำแดงไข่ต้ม - Boiled Egg with cucumber salad and Dried Shrimp \$10

ตำถั่วฝักยาว - Long Bean Salad w/ Pickled Fish and crab \$10

ตำโคตรวัว \$10

Papaya, pork sausage, sour sausage, pickled cabbage, vermicelli

สปา / SPICY GROUND MEAT SALAD (Harb)

Spicy ground meat salad w/ shallot, mint and chili lime dressing

Choices of : Duck / Beef / Pork / Pork Liver / Crispy Pork /

Chicken / Catfish \$9 or Crispy Fish \$25

สามเบ็ด / สามเผ็ด / สามหมู / ต้มหวาน / สามหมูกรอบ / สปาไก่ / สามปลาตุ๋ก \$9

สามปลากะรอบ \$25

น้ำตก / SPICY MEAT SALAD (Namtok)

Spicy meat salad w/ onion, chili powder and lime juice

Choices of : Pork / Beef \$9

น้ำตกหมู / น้ำตกไก่ \$10

น้ำตกคอหมูย่าง \$11

ยำ / SPICY SALAD

ยำหน่อไม้ - Bamboo Shoot Salad \$8

Bamboo shoot, onion, chili powder, pickled fish

ยำทะเล - Spicy Seafood Salad \$10

Mixed seafood w/ onion, tomato, chili lime juice

ยำหมูยอ - Spicy Pork Sausage Salad \$8

Thai pork sausage, onion, celery, tomato, chili lime juice

ยำหนม - Sour Sausage Salad \$8

Sour pork sausage, onion, celery, tomato, chili lime juice

ยำกุนเชียง - Chinese Sausage Salad \$8

Chinese sausage, onion, celery, tomato, chili lime juice

ยำหมูกรอบ - Crispy Pork Salad \$9

Crispy pork, onion, celery, tomato, chili lime juice

ยำคอง - Salted Crab Salad \$12

Salted crab, shallot, lemongrass, mint, chili lime juice

ยำเส้นทะเล - Seafood Vermicelli Salad \$10

ยำมาทะเล - Seafood Instant Noodles (mama) Salad \$10

ย่าง / GRILLED (Yang)

หมูย่าง - Grilled Pork \$10

Grilled marinated pork inside w/ Thai spicy sauce dip

คอหมูย่าง - Grilled Pork Neck \$11

Grilled marinated pork neck inside w/ Thai spicy sauce dip

เนื้อย่าง - Grilled Beef \$9

Grilled marinated beef inside w/ Thai spicy sauce dip

ไก่ย่าง - Grilled Chicken \$9

Grilled marinated Chicken inside w/ Thai spicy sauce dip

ปลาหมึกย่าง - Grilled Squid \$9

Grilled marinated squid inside w/ spicy lime dip

ลูกชิ้นเนื้อย่าง - Grilled Beef Balls \$6

Onside Thai spicy sauce dip

ลูกชิ้นหมูย่าง - Grilled Pork Balls \$6

Onside Thai spicy sauce dip

ลูกชิ้นปลาย่าง - Grilled Fish Balls \$7

Onside Thai spicy sauce dip

ตับ - Chicken Liver \$2

กึ๋น - Chicken Gizzards \$2

หัวใจ - Chicken Hearts \$2

ทอด / FRIED (Tod)

เนื้อเค็มทอด - Fried Beef \$9

Fried marinated beef inside w/ hot sauce

หมูเค็มทอด - Fried Pork \$9

Fried marinated pork inside w/ hot sauce

ไก่ทอด - Fried Chicken \$9

Fried marinated chicken inside w/ Thai sweet chili sauce

ปีกไก่ทอด - Fried Chicken Wings \$7

Fried marinated chicken wings inside w/ Thai sweet chili sauce

แกงอ่อม / LAO SOUP

Slice meat w/ Thai eggplant, parsley in spicy dark broth

Choices of : Chicken / Beef / Catfish / Lao Soup \$9

แกงอ่อมไก่ / แกงอ่อมเนื้อ / แกงอ่อมปลาดุก / แกงสาข \$9

ต้มแซ่บ / SPICY SOUP (Tom Zabb)

Spicy lemongrass broth w/ mushroom, tomato, basil

Choices of : Pork Spare Rib / Pork Leg / Chicken \$9 Seafood \$12

ต้มแซ่บกระดูกหมู / ต้มแซ่บขาหมู / ต้มแซ่บไก่บ้าน \$9 ต้มแซ่บทะเล \$12

ต้มยำ / TOM YUM SOUP

Lemongrass broth w/ mushroom, tomato, galangal

Choices of : Pork Spare Rib / Pork Leg / Chicken \$9 Seafood \$12

ต้มยำกระดูกหมู / ต้มยำขาหมู / ต้มยำไก่บ้าน \$9 ต้มยำทะเล \$12

รายการพิเศษ / SPECIALITIES

ไส้กรอกอีสาน - Thai Esarn Sausage \$7

Thai Esarn sausage onside w/ peanut, cabbage, ginger, chili

ไส้ฮัว - Sai Oui \$8

Thai Northern sausage onside w/ peanut, cabbage, ginger, chili

กุ้งแช่น้ำปลา - Raw Shrimp Salad \$10

Raw shrimp w/ Thai herb and chili lime dressing

พริกกุ้ง - Steamed Shrimp Salad \$10

Steamed shrimp w/ mix Thai herb and chili lime dressing

แกงเหลืองหน่อไม้ - Yellow Curry with Bamboo Shoot \$9 (Spicy)

แกงใต้ปลา - Gang Tai Pla \$9 (Spicy)

Southern style curry w/ fish sauce and shrimp

ขนมจีนน้ำยาป่า - Namya Paa \$8 (Spicy)

Spicy fish curry with vermicelli Noodles

ขนมจีนน้ำยาปลากะตัก - Pak Tai \$8 (Spicy)

Spicy coconut fish curry with vermicelli Noodles

ปลาต้ม - Pla Som fried marinated pickled fish \$9

ปลาดุกแดดเดียว - Roasted Catfish fried Marinated Catfish \$9

ปลาช่อนแดดเดียว - Roasted Snake Head Fish fried marinated snake head fish \$9

ปลาดุกย่างสะเดาน้ำปลาหวาน - Grilled Catfish \$14

Grilled Catfish w/ Thai herbs onside w/ crispy shallot & sweet sauce dip

ปลาทึบหิมเผาะ - Grilled Red Tilapia Grilled red tilapia w/ chili lime dressing \$22

ปลาราดพริก - Pla Rad Prik w/ sweet chili sauce \$22

ปลาผัดฉ่า - Pla Pad Cha w/ spicy herb sauce \$22

ปลาดู๋ฉี่ - Pla Choo Chee w/ coconut red curry \$22

ปลาทอดกระเทียม - Pla Tod Kratiem w/ garlic sauce \$22

SIDE ORDER

ข้าวเหนียว - Sticky Rice \$2

ข้าวสวย - Jasmine Rice \$2

ขนมจีน - Steamed Noodle \$2

ผักข้างเคียง - Side Vegetable \$2



Town of Arlington, Massachusetts

Request: Common Victualler License

Summary:

B&K Enterprise Inc. d/b/a Olympic Pizza, 173 Massachusetts Avenue
Ashok Kumar

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Reference Material	Olympic Inspection Reports & Application Packet

LICENSE APPLICATION REPORT

Type of License: Common Victualler License

Name of Applicant: Ashok Kumar, B&K Food Enterprise, Inc. d/b/a Olympic Pizza

Address: 173 Mass. Ave

The following Departments have **no objections** to the issuance of said license:

- Police _____
- Fire _____
- Health _____
- Building _____
- Planning _____

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police _____x_____
- Fire _____x_____
- Health _____x_____
- Building _____x_____
- Planning _____x_____

The following Departments have **objections** to the issuance of said license:
(see attached)

- Police _____
- Fire _____
- Health _____
- Building _____
- Planning _____

ARLINGTON POLICE DEPARTMENT

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

June 16, 2015

On Tuesday, June 16, 2015 at 11:45 AM, I called and spoke with Ashok Kumar regarding this application for a Common Victualler License for the Olympic Pizza, located at 173 Mass. Ave. Mr. Ashok stated that this will be his forth restaurant business opening and is very experienced is this endeavor. Mr. Ashok stated that he will not be serving alcohol at this time. Mr. Ashok stated that everything will stay the same and is just taking over running the day to day operations.

I advised Mr. Ashok that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Common Victualler License for Olympic Pizza.

INSPECTION REPORT SECTION:

Respectfully Submitted,

Detective Edward DeFrancisco

APPLICANT'S SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: Ashok Kumar
Date: 06/25/15

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, **July 8, 2015**
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 173 Mass. Ave
Applicant's Name: Ashok Kumar/B&K Enterprise Inc.
D/B/A: Olympic Pizza
Telephone: 617 823-1140
Date Sent by Email: 6/15/15

MEETING DATE: JULY 13, 2015

Inspected By:

RE: COMMON VICTUALLER LICENSE

Police
Fire
Board of Health
Building
Planning

INSPECTION REPORT SECTION:

All Fire alarm systems, fire extinguishment items and systems, emergency lights and exit signs must be inspected and/or tested prior to opening

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: Ashok Kumar

Date: 6/25/15

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, **July 8, 2015**
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 173 Mass. Ave
Applicant's Name: Ashok Kumar/B&K Enterprise Inc.
D/B/A: Olympic Pizza
Telephone: 617 823-1140
Date Sent by Email: 6/15/15

MEETING DATE: JULY 13, 2015

Inspected By:

RE: COMMON VICTUALLER LICENSE

Police
Fire
Board of Health
Building
Planning

INSPECTION REPORT SECTION:

The applicant has been in contact with the Board of Health, but has not yet submitted a plan review application plans for Olympic Pizza. A permit will not be issued until the applicant has completed the plan review process and this Office has conducted one or more pre-operational inspections.

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: _____

Date: _____

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, July 8th, 2015

ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 173 Mass. Ave
Applicant's Name: Ashok Kumar/B&K Enterprise Inc.
D/B/A: Olympic Pizza
Telephone: 617-823-1140
Department: Sent Interoffice Mail & E-mail Date: 6/15/15

MEETING DATE: JULY 13, 2015

Inspected By: *Ted Fields, 6/19/2015*

Departments: **RE: COMMON VICTUALLER**

Police
Fire
Board of Health
Building
Planning

Comments by each Division or Department: The business proposed for this site is a 569 square foot restaurant selling Italian cuisine. Lunch and dinner will be served for consumption on and off the premises seven days per week from 10am to 11pm. Two (2) staff will be employed. There is proposed seating for 12 patrons with no shared on or off-street parking spaces. It is a small enterprise serving the Capitol Square commercial district and surrounding residential neighborhoods, and is located in a B3 business zone. It is an appropriate type of business for this setting.

The Dept. of Planning and Community Development has no objection to the amendment of the establishment's Common License as requested.

Any changes in signage, including signs in the window, and changes to the façade of the building are subject to review by this department. The applicant is reminded that all signs, including re-lettering of the existing signs require a permit issued by the Building Department. Other provisions of the Zoning Bylaw may apply as determined by the Building Inspector.

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: *Ashok Kumar*
Date: *06/27/15*

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, **June 9, 2015**
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 173 Mass. Ave.
Applicant's Name: Ashok Kumar
D/B/A: Olympic Pizza
Telephone: 617 823-1140
Department: Sent Interoffice Mail & E-mail

Date: 6/9/15

MEETING DATE: JUNE 29, 2015

RE: COMMON VICTUALLER LICENSE

Police
Fire
Board of Health
Building
Planning

The Building Department has no objections to issuing this license as long as all of the following conditions are complied with:

Building

All building changes need building permits.
All sign changes need approval and sign permit.
Window signs cannot exceed 25% of window or fines will be levied.
Certificate of Occupancy is needed - \$36.00 fee.
The Director of Inspectional Services has no objection to the issuance/renewal of this license.

Plumbing

The Inspector of Plumbing and Gasfitting has no objection to the issuance/renewal of this license.
All Plumbing and Gasfitting work requires that permits be obtained from this office for their respective trades by licensed contractors.

Electrical

The Inspector of Wires has no objection to the issuance/renewal of this license.
The applicant acknowledges that this is a conditional approval of the premises only and is not to be construed as approval by the Inspector of Wires of concealed electrical wiring. Any new wiring must conform to the Mass. Electrical Code. Notify the Inspector of Wires in accordance with Chapter 143, Section 3L.

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Signature: Ashok Kumar

Date: 06/25/15

\$60.00 Filing Fee

APPLICATION

☒ COMMON VICTUALLER LICENSE

☐ FOOD VENDOR LICENSE (Take Out Only)

You must complete an application packet from the Board of Health Department located at 27 Maple St.

You must have the completed application reviewed by the Inspections Department located at 51 Grove St. before filing this application with this office

Location 173 Mass Ave
Name of Applicant Ashok Kumar
Corporate Name (if applicable) B & K Food Enterprise, Inc.
D/B/A Olympic Pizza
Date 6/12/2015

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

(A) it is understood that the Board is not required to grant the license.

(B) no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Board of Selectmen, and, furthermore, any work done is done at the applicant's risk, and

(C) in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Board of Selectmen a thirty day notice of his intention to sell same before such application will be acted upon by the Selectmen.

(D) that the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Signature Name Ashok Kumar

Signature Name _____

Phone: 617 823 1140

Email: AKUMAR82007@yahoo.com

Note: (A) If a corporation, state full names and addresses of principal officers.

(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name	ASHOK KUMAR	Name	PARDIP BECTOR
Address	19 Boylston Street	Address	61 Cleveland Avenue
City	Malden	City	Everett
Zip	02148	Zip	02149
DESCRIPTION OF APPLICANT		DESCRIPTION OF APPLICANT	
Born in the U.S., Yes	No <u>x</u>	Born in the U.S., Yes	No <u>x</u>
Born Where	India	Born Where	India
Date of Naturalization	10/26/2005	Date of Naturalization	
Male or Female	male	Male or Female	male
Date of birth	[REDACTED]	Date of birth	[REDACTED]
Height	5' ft. 7 in.	Height	5' ft. 10 in.
Weight	170	Weight	294
Complexion	dark	Complexion	dark
Hair	black	Hair	black
Eyes	brown	Eyes	brown
Mother's Name	Bachani Devi	Mother's Name	Kamala Charn
Father's Name	Atma Ram	Father's Name	DassBector
Wife's Maiden Name	Devi	Wife's Maiden Name	Devi
Photo 1 inch by 1 inch			



The Establishment shall operate as:

☐ Sole Ownership ☐ Partnership ☐ Total Number of Partners ☒ Corporation Based in Massachusetts
(Once approved, please go to Clerk's Office for Business Certificate)

Corporate Information Required:

President	Pardip Bector	61 Cleveland Avenue	Everett, MA
Secretary	Ashok Kumar	19 Boylston Street,	Malden, MA.
Treasurer	Ashok Kumar		
	Name	Address	Zip

Breakfast

Yes ___ No ☒

Lunch

Yes ☒ No ___

Dinner

Yes ☒ No ___

Do you own the property? Yes ___ No ☒ Tenant At Will ___ Lease 5 years + 2 5 yroptions

Hours of Operation:

Day every day Monday to Sunday Hours 10:00 A.M. to 11:00 p.m.

Day ___ Hours ___

Day ___ Hours ___

Floor Space 569 Sq. Ft. Seating Capacity (if any) 12

Parking Capacity (if any) none spaces Number of Employees 2

List Cooking Facilities (and implements)

(a) 1 Stove, 2 Fryolators, 1 Grille, 2 Ovens one walk in Refrigerator
and cooler

Will a food scale be in use for sale of items to the public? Yes ___ No ☒

Will catering services be provided by you? Yes ☒ No ___

A copy of the following items must be submitted with the application:

1. ☒ Layout Plan of Facility & Fixtures
2. ☒ Site Plan (obtained at Bldg. Dept., 51 Grove St.)
3. ☒ Outside Facade and Sign Plan (dimensions, color)
4. ☒ Menu
5. ☒ Maintenance Program

If the facilities are not yet completed, provide estimated cost of work to be done \$ _____

FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Board of Selectmen for approval:

Date _____ Time _____

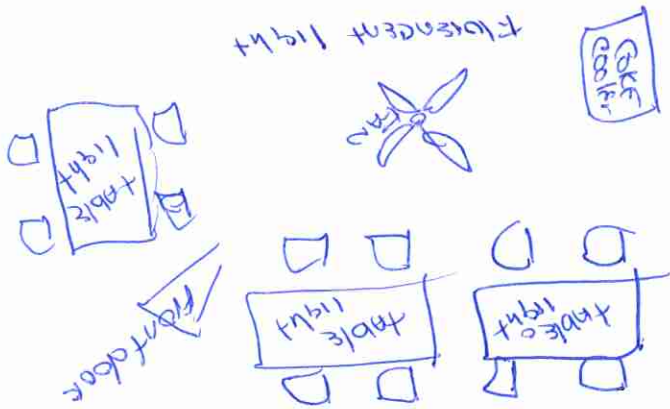
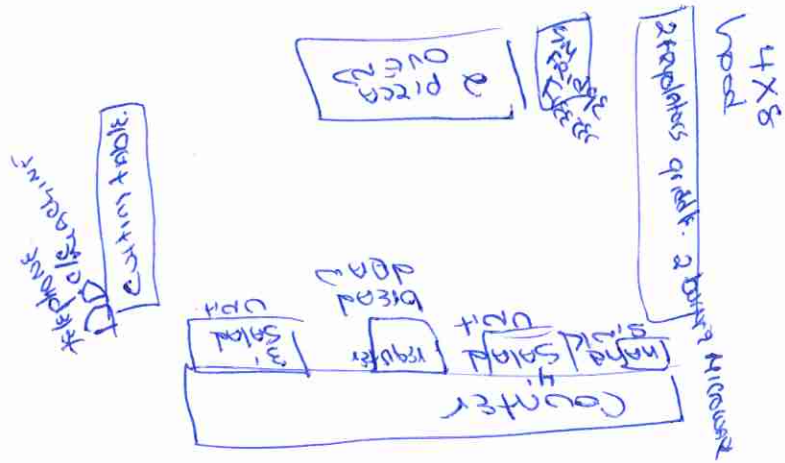
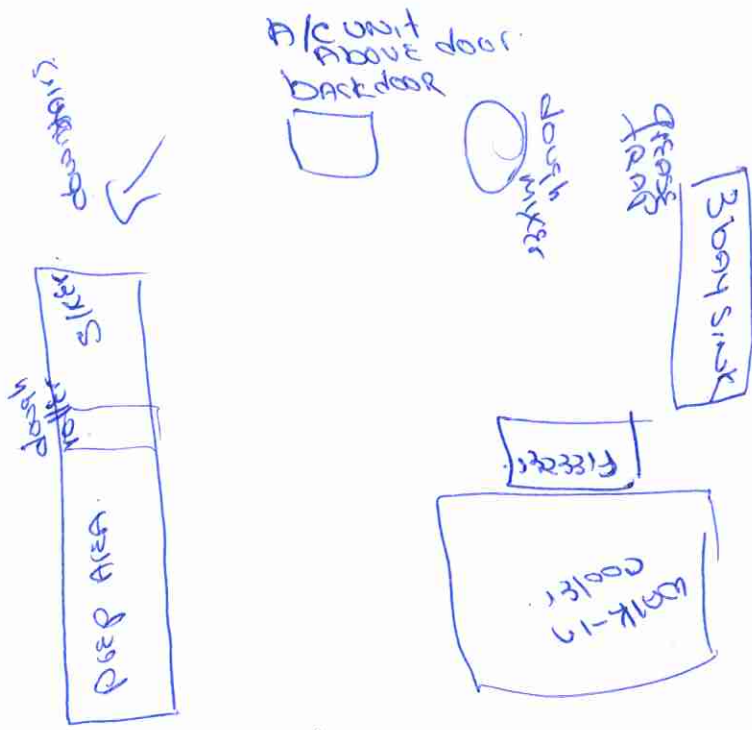
Board Action: Approved Yes ___ No ___

STANDARD OF PROOF

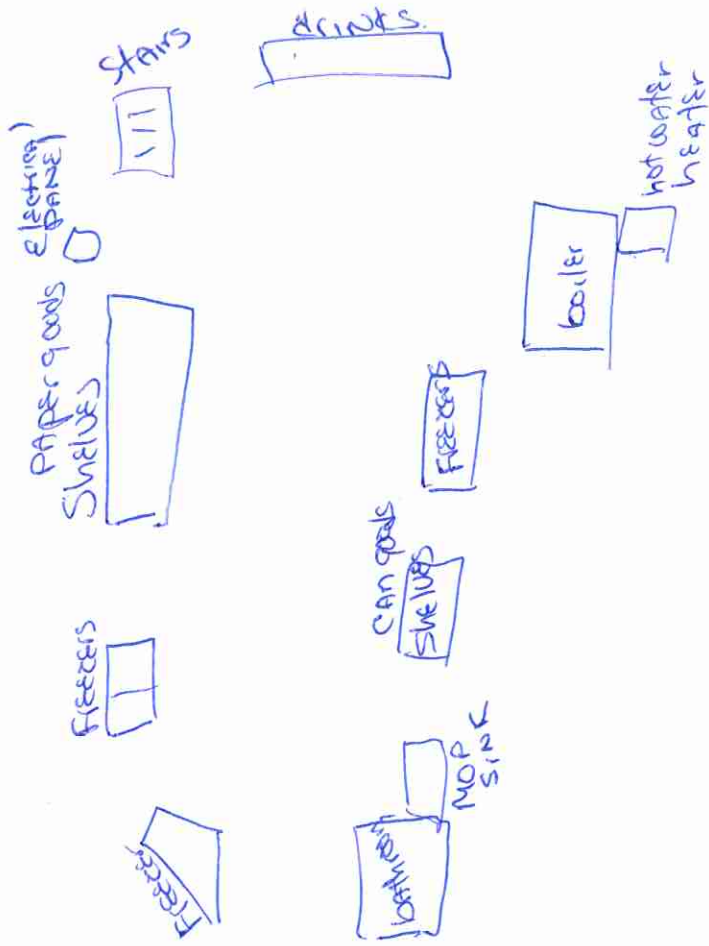
From Uber Inc. 11/2014 to presently
Employee Uber, Inc D/B/A
Sole Owner Uber, Inc Location
Partnership Uber, Inc Type Food 0
Corporation Uber, Inc Number of Employees

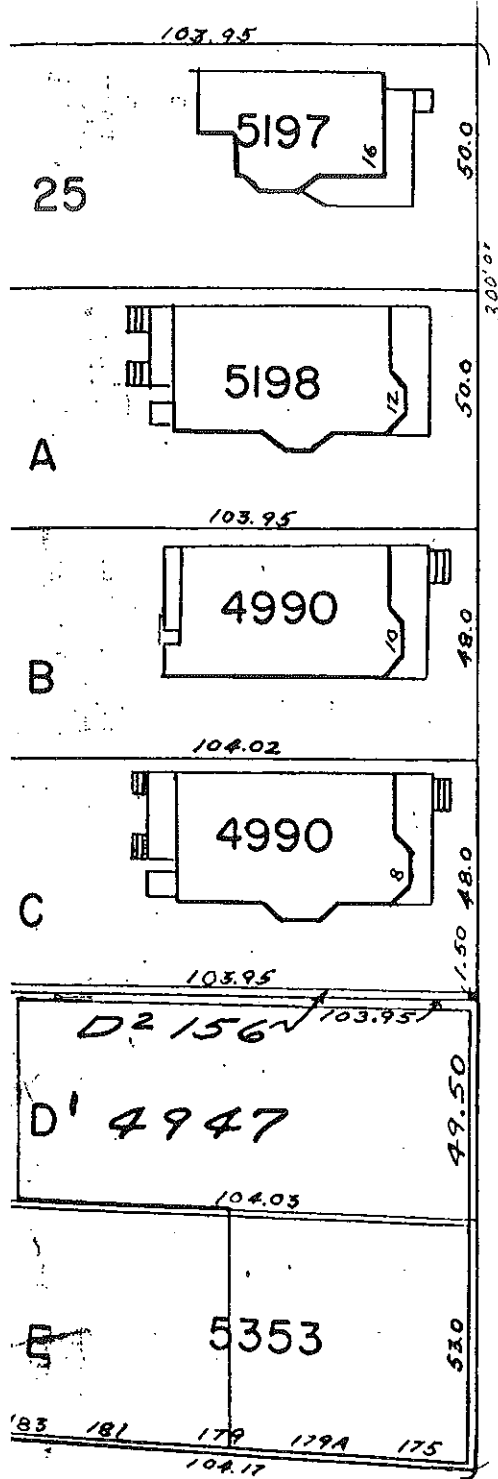
Bank Citizen Bank Type Account Personal ☒ Business
Address Malden, MA Phone _____
Account Number [REDACTED] Contact _____
Personal Reference William Goldberg
Address 552 Mass Avenue, Cambridge Phone 617 868 8900
Prior Employer Kravings, Inc.
Address 104 Winn Street, MA Phone _____
Number of years employed 2 From _____ To _____
Contact _____ Position Held Manager
Other _____

Name _____ Address _____

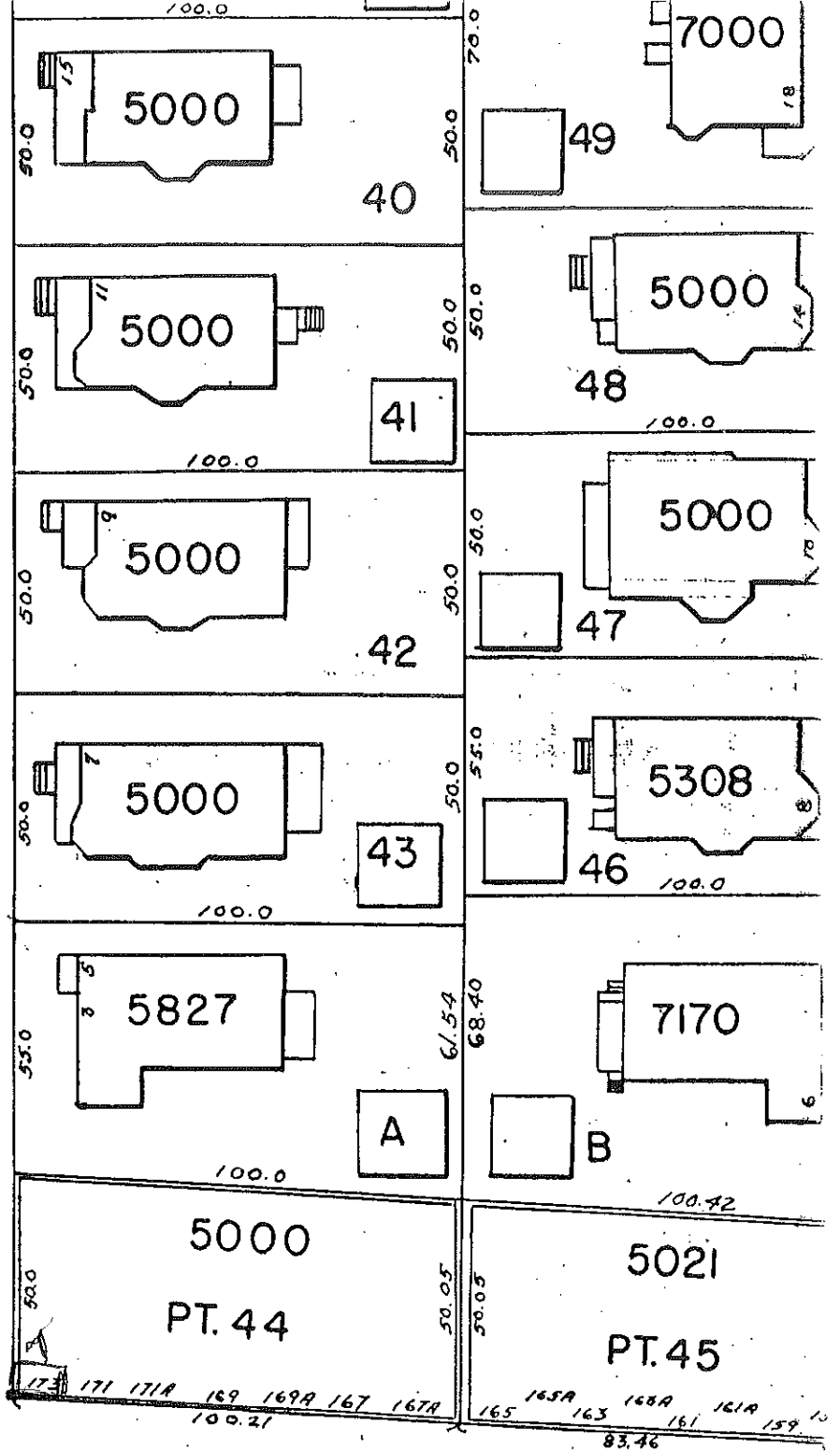


Basement.





CLEVELAND



MASSACHUSETTS



MAINTENANCE PLAN

DAILY MAINTENANCE:

1. The dining room tables will be cleaned after each use and sanitized at closing.
2. All floors will be swept during the day as needed and mopped at closing.
3. Countertops will be cleaned as needed after each use and sanitized at closing.
4. The worktables will be cleaned after each use and sanitized.
5. The slicing machine will be washed after each use and sanitized.
6. The grill will be cleaned as needed.
7. Kitchen sink and stovetop will be cleaned at closing or during day if needed.
8. Bathroom will be cleaned at closing.
9. Entrance and sidewalk will be cleaned as needed.
10. Utensils will be washed and sanitized during day as needed and at closing.



— SIDE ORDERS —

ch Fries
y Fries
t Potato Fries
n Rings
zarella Sticks
hini Sticks
ken Wings
estyle Chicken Fingers
alo Wings *Served with blue cheese*
alo Fingers *Served with blue cheese*
y Wings
y Fingers
eno Poppers
ic Bread
ic Bread with Cheese
atballs
a Roll
ach Roll
Spinach Pie
Pilaf
emaded Eggplant Parm
a Sauces
Sweet n' Sour, Honey Mustard, Etc...



	Small	Large
ch Fries	3.50	4.50
y Fries	3.75	4.75
t Potato Fries	3.75	4.75
n Rings	3.75	4.75
zarella Sticks	5.95	7.95
hini Sticks	3.75	5.15
ken Wings	5.95	9.25
estyle Chicken Fingers	5.95	9.25
alo Wings <i>Served with blue cheese</i>	6.75	9.95
alo Fingers <i>Served with blue cheese</i>	6.75	9.95
y Wings	6.75	9.95
y Fingers	6.75	9.95
eno Poppers	5.85	7.95
ic Bread	3.45	
ic Bread with Cheese	3.75	
atballs	6.75	
a Roll	2.80	
ach Roll	2.80	
Spinach Pie	4.75	
Pilaf	3.50	
emaded Eggplant Parm	6.75	
a Sauces	.50	

— DESSERTS —

Cookies, Brownies, Baklava,
Homemade Rice Pudding

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 Min \$7.00

PREMIUM MEATS & ARTISAN CHEESES



Special

Large Cheese Pizza \$5.99+Tax

Pickup Only

— PIZZA —

Base

1 Cheese

1 Topping



	Small	Large
Base	6.00	9.60
1 Cheese	1.50	2.25
1 Topping	1.00	1.25

Toppings:

Onions, Green Peppers, Mushrooms, Broccoli, Sliced Tomatoes, Bacon, Fresh Garlic, Meatball, Salami, Pastrami, Hot Peppers, Spinach, Pineapple, Eggplant, Black Olives, Feta Cheese, Pepperoni, Sausage, Hamburger, Ham, Anchovies, Artichoke Heart, Canadian Bacon, Roasted Red Peppers, (Grilled Chicken, Steaks Items are 2 Toppings Each)

— GOURMET PIZZA —

RED SAUCE BASE: Freshly made dough, mouth watering tomato sauce & cheese

1 Pizza Gyro, onions and tomatoes	9.75	14.50
2 Peppers Pepperoni, sausage, salami, ham and meatballs	9.75	14.50
3 Italian Ham and pineapple	8.00	12.10
4 Number Olympics Grilled chicken breast and pineapple	9.00	13.25
5 Nacho and Feta	8.00	12.10
6 Veggie	10.25	15.50
7 mushrooms, onions, green peppers, black olives, broccoli, eggplant & sliced tomato		
8 Spic Special	10.25	15.50
9 Pepperoni, sausage, ham, salami, mushrooms, onions, green peppers and extra cheese		
10 5 Ring	10.25	15.50
11 Grilled chicken, hot peppers, roasted red peppers, tomatoes and onions		
12 Torch Ground beef, hot peppers, tomatoes and onions	9.75	14.50
13 Grilled Chicken	8.00	12.10
14 2 Chicken	9.00	13.25
15 Flame	9.00	13.25
16 Cheese base with buffalo chicken finger or grilled chicken with melted pizza cheese		

BBQ SAUCE BASE: Freshly made dough with BBQ sauce and cheese

17 Grilled chicken and onion	9.00	13.25
18 Grilled steak and onion	9.00	13.25

OLIVE OIL & GARLIC SAUCE BASE:

Freshly made dough with olive oil, garlic and cheese

19 Spinach, tomato, feta and melted pizza cheese	9.00	13.25
20 White Olympic	8.25	12.95
21 Cheddar with olive oil and garlic sauce		
22 Marathon Black olives, feta, tomatoes and roasted peppers	9.75	14.25

ALFREDO SAUCE BASE:

23 Chicken Broccoli	9.75	14.50
---------------------	------	-------

— CALZONES —



MAKE THEM FRESH WHEN ORDERED, WE TAKE OUR DOUGH WITH YOUR CHOICE OF STUFFING WHETHER IT IS TURKEY, ITALIAN, HAM AND CHEESE OR ANY COMBINATION FROM OUR SUBS OR PIZZAS AND WE CREATE A MOUTH WATERING CALZONE

	Small	Large
1 Choice of Stuffing	7.95	13.60
Additional Toppings	1.00	1.50

CHICKEN, STEAK OR STEAK TIPS: 2 CHOICE STUFFING

BUFFALO OR BBQ CHICKEN: 2 CHOICE OF STUFFING

STEAK BOMB: 3 CHOICE OF STUFFING



— WRAPS —

ALL WRAPS ARE TRADITIONAL WHITE OR WHEAT WRAPS OR CHOOSE FROM ANY SUB

Greek Wrap	6.85
Lettuce, tomato, cucumber, onion, feta, Greek dressing, olives	
Tuna Wrap Tuna with lettuce, tomato and provolone cheese	6.85
*Chicken Caesar Wrap	6.85
Marinated grilled chicken breast with romaine lettuce, parmesan cheese & caesar dressing	
Turkey Wrap Lettuce, tomato, provolone cheese and honey mustard	6.85
Veggie Wrap	6.55
Lettuce, tomato, onion, pepper, pickles, mushrooms, hot peppers and provolone cheese	
*Pentathlon Wrap	6.85
Marinated chicken breast, BBQ sauce, bacon, lettuce and tomato	
*Athenian Wrap	6.85
Marinated chicken breast, feta, lettuce, tomato and Greek dressing	
*Triathlon Wrap Marinated chicken breast, blue cheese and hot sauce	6.85
Discus Wrap	6.85
Chicken cutlet, imported ham, provolone cheese, lettuce, tomato and mustard	
*Grilled Chicken Veggie Wrap	6.85
Marinated grilled chicken breast, cooked mushrooms, peppers and onions	
*Steak and Cheese Wrap Shaved steak with provolone cheese	7.00
*Chicken Salad Wrap Lettuce, tomato and cheese	6.85
*Chicken Finger Wrap	6.85
Homestyle chicken fingers, provolone, lettuce, tomato and honey mustard	

— STEAKS —

EXTRA LEAN SHAVED STEAK

	9"	12"
*Steak & Cheese	5.85	6.85
*Onion Steak	6.10	7.00
*Pepper Steak	6.10	7.00
*Mushroom Steak	6.10	7.00
*Steak & Egg	6.50	7.50
*Steak Bomb	6.50	7.50
Extra Cheese	.50	



— DINNERS —

SERVED WITH CHOICE OF FRIES OR RICE PILAF AND SALAD
SUBSTITUTE FOR CURLY FRIES ADD 75¢

Chicken Wings	8.90
Chicken Fingers	8.90
Buffalo Wings Served with blue cheese	9.50
Buffalo Fingers Served with blue cheese	9.50
2 Wings	9.50
2 Fingers	9.50
Grilled Chicken Breast	9.50
Steak Tip	11.70
Shawarma Choice of Chicken or Beef	9.50
hamburger	9.50
hamburger	8.00
hamburger on a Bun	9.00
hamburger on a Bun	8.00
hamburger's Special Combo Steak tip and grilled chicken	11.70
Spinach Pie Dinner	8.50



— PASTAS —

SERVED WITH HOMEMADE SAUCE AND MELTED CHEESE
WITH GARLIC BREAD OR SUB ROLL

GHETTI • ZITI • RAVIOLI

Sauce	6.75
Sausage	7.95
Meatballs	7.95
Eggplant	7.95
Veal	7.95
Chicken Cutlet	7.95
2 Toppings	9.00
Grilled Chicken	9.00
Chicken, Ziti, Broccoli with Alfredo or Garlic Sauce	9.25



— SALADS —

Chicken	5.55	Greek	6.50
Buffalo	6.70	Chicken Salad	6.70
Spaghetti	6.70	Caesar	5.75
Salad	6.70	Gourmet Salad	6.00

Add Chicken 2.00
Add Steak Tips 3.00
Add Buffalo Chicken 2.40
Extra Syrian, Dressing or Cheese .50

SERVED WITH
GARLIC BREAD AND YOUR
CHOICE OF DRESSING:

Marinara, Creamy Italian, Lite Italian,
Ranch, Greek, Blue Cheese,
Lemon & Vinegar, Thousand Island,
Raspberry Vinaigrette,
Balsamic Vinaigrette,
Homemade Caesar



*CONSUMER ADVISORY WARNING FOR RAW FOODS

IN COMPLIANCE WITH THE DEPARTMENT OF PUBLIC HEALTH, WE ADVISE THAT EATING
RAW OR UNDERCOOKED MEAT, POULTRY, OR SEAFOOD POSES A RISK TO YOUR HEALTH

TO ALL OUR CUSTOMERS:

BEFORE ORDERING PLEASE INFORM YOUR SERVER IF SOMEONE
IN YOUR PARTY HAS A FOOD ALLERGY

ADD STATE MEAL TAX TO ALL PRICES

PRICES, ITEMS, & OFFERS ARE SUBJECT TO CHANGE WITHOUT NOTICE



— SIDE ORDERS —

	Small	Large
French Fries	3.50	4.50
Curly Fries	3.75	4.75
Sweet Potato Fries	3.75	4.75
Onion Rings	3.75	4.75
Mozzarella Sticks	5.95	7.95
Zucchini Sticks	3.75	5.15
Chicken Wings	5.95	9.25
Homestyle Chicken Fingers	5.95	9.25
Buffalo Wings Served with blue cheese	6.75	9.95
Buffalo Fingers Served with blue cheese	6.75	9.95
BBQ Wings	6.75	9.95
BBQ Fingers	6.75	9.95
Jalapeno Poppers	5.85	7.95
Garlic Bread	3.45	
Garlic Bread with Cheese	3.75	
4 Meatballs	6.75	
Pizza Roll	2.80	
Spinach Roll	2.80	
Filo Spinach Pie	4.75	
Rice Pilaf	3.50	
Homemade Eggplant Parm	6.75	
Extra Sauces	.50	
BBQ, Sweet n' Sour, Honey Mustard, Etc...		



— DESSERTS —

Cookies, Brownies, Baklava,
Homemade Rice Pudding

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— SUBS OR GRINDERS



SERVED ON TRADITIONAL WHITE SUB ROLLS
OR WHEAT SUB ROLLS

	Small	Large
Meatless	5.00	6.00
<i>Lettuce, tomatoes, onions, peppers, pickles, mushrooms, hot peppers and cheese</i>		
Italian	5.60	6.70
<i>Mortadella, hot ham, genoa salami and provolone cheese and your choice of vegg</i>		
American Ham, turkey and American cheese	5.60	6.70
Genoa Salami	5.60	6.70
Tuna	5.60	6.70
Chicken Salad Sub	5.60	6.70
Ham and Cheese	5.60	6.70
Roast Beef	6.50	7.50
BLT	5.60	6.70
Chicken Cutlet	5.60	6.70
Chicken Parm	5.60	6.70
Fresh Homemade Eggplant Parm	5.60	6.70
Veal Parm	5.60	6.70
Meatball	5.60	6.70
Turkey	5.60	6.70
Turkey Club	6.05	7.25
<i>turkey, bacon, provolone, lettuce, tomato and mayo</i>		
Olympic Special	6.65	7.65
<i>Imported ham, mortadella, hot ham, genoa salami, roast beef, provolone and your choice of veggies</i>		
*Ham & Egg	5.60	6.70
*Pepper and Egg	5.60	6.70
*Western Imported ham, onion, egg, provolone cheese	5.60	6.70
Sausage	5.60	6.70
Homestyle Chicken Finger	6.05	7.25
BBQ Chicken	6.55	7.50
Buffalo Finger	6.55	7.50
The Medal	6.95	7.95
<i>BBQ chicken breast, bacon, provolone, lettuce and tomato</i>		
*Grilled Chicken	6.25	7.25
<i>Chicken breast with provolone and choice of veggies</i>		
*Grilled Chicken Veggie	6.55	7.50
<i>Chicken breast with grilled mushrooms, onions and green peppers</i>		
Grilled Veggie	5.60	6.70
<i>Grilled mushrooms, onion, green peppers, tomato, broccoli and provolone</i>		
Pastrami	5.85	6.85
*Cheeseburger	5.60	6.70
*Steak Tip	6.95	7.95
Gyros	6.80	
<i>Gyro strips, tzatziki sauce, lettuce, tomato, onion on Greek pita</i>	6.80	
*Souvlaki - Beef or Chicken		
<i>Tzatziki sauce, lettuce, tomato and onion on a Greek pita (Specify Beef or Chicken)</i>		
*Chicken on a Bun	4.45	
*Cheeseburger on a Bun	4.45	
*Bacon Cheeseburger on a Bun	4.95	
Extra Cheese	0.50	
Extra Bacon	1.00	



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IN COMPLIANCE WITH THE DEPARTMENT OF
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RAW OR UNDERCOOKED MEAT, POULTRY, OR
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IN YOUR PARTY HAS A FOOD ALLERGY
ADD STATE MEAL TAX TO ALL PRICES
PRICES, ITEMS, & OFFERS ARE SUBJECT
TO CHANGE WITHOUT NOTICE



Town of Arlington, Massachusetts

CITIZENS OPEN FORUM



Town of Arlington, Massachusetts

Approval: Side Walk Sale on Broadway Plaza July 11, 2015 9:00 am to 4:00 pm

Summary:

Barbara Maffeo

ATTACHMENTS:

Type	Description
 Reference Material	Sidewalk sale request

Agenda
Page 1 of 2
6/29/15

From: Barbara Maffeo <hspbarb@yahoo.com>
To: "mkrepelka@town.arlington.ma.us" <mkrepelka@town.arlington.ma.us>
Date: 06/18/2015 10:01 PM
Subject: Fw: Fwd: Sidewalk Sale

Hi,
I sent this email on June 9th but just realized it was returned. I had one letter in the email address wrong. Hope you will still consider our request.

On Thursday, June 18, 2015 4:14 PM, Body & Brain <arlington@bodynbrain.com> wrote:

----- Forwarded message -----

From: **Body & Brain** <arlington@bodynbrain.com>
Date: Tue, Jun 9, 2015 at 5:12 PM
Subject: Sidewalk Sale
To: mktepelka@town.arlington.ma.us

I am writing, requesting permission to hold a sidewalk sale at 325 Broadway
Arlington in front of the Arlington Body and Brain Center on Saturday, July 11th from 9am to 4 pm.

The intention of the sidewalk sale is to raise money for projects related to the Earth Citizen Organization. The funds will be used locally to help support outreach efforts in the community. Through Earth Citizen Org. we connect to the local community supporting park cleanup activities, plantings or joining other local groups in their activities.

The set up would be 6 tables in the area directly in front of the yoga studio but away from the building so as not to obstruct foot traffic. Please see the attached diagram.



Barbara Maffeo

--

Arlington Body & Brain Center
325 Broadway
Arlington, MA 02474

(781) 648-9642
arlington@bodynbrain.com
www.bodynbrain.com/arlington

--

Arlington Body & Brain Center
325 Broadway
Arlington, MA 02474
(781) 648-9642
arlington@bodynbrain.com
www.bodynbrain.com/arlington

Attachments:

File: Mass Ave.docx	Size: 12k	Content Type: application/vnd.openxmlformats-officedocument.wordprocessingml.document
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Mass Ave.

Broadway Plaza

XXXXXX

XXXXXX

PLANTER

6 Tables

Body and Brain

CVS

Yoga

Starbucks



Town of Arlington, Massachusetts

Discussion: (a) 2015 Commercial Vacancy and Business Trends Report

Summary:

(b) 2015 Employment Trends Report
Ted Fields, Economic Development Planner

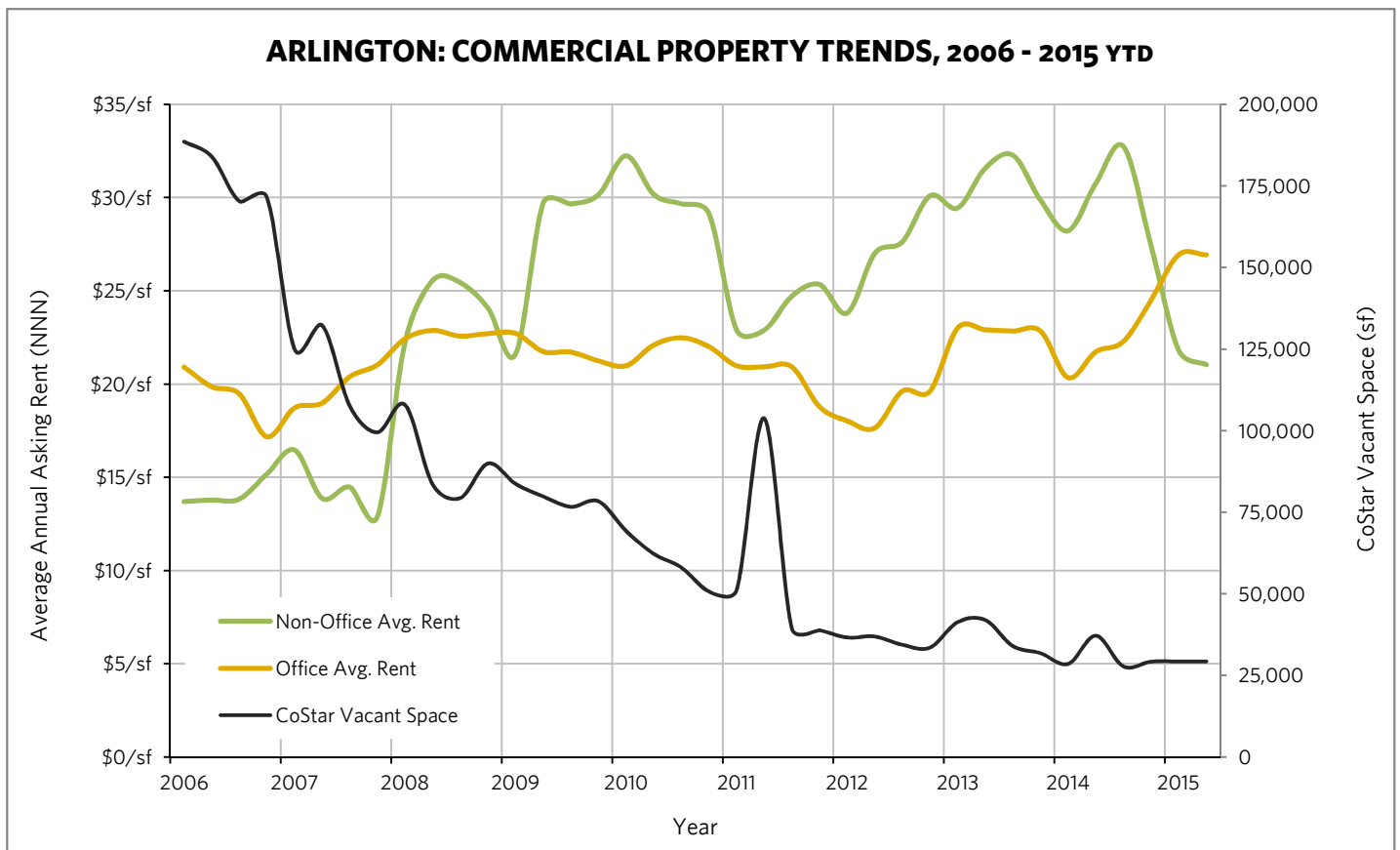
ATTACHMENTS:

Type	Description
▣ Reference Material	Commercial Vacancy Trend Analysis
▣ Reference Material	Business Retention Survey Summary
▣ Reference Material	Employment Trends for Local Businesses

ARLINGTON, MASSACHUSETTS: Commercial Vacancy Trend Analysis - June 2015

SUMMARY: During the past eight months, despite historically bad weather, Arlington's commercial property owners continued to benefit from low vacancy rates (currently 0.5% for offices, 2.2% for retail and 5.5% for industrial space) and robust rents (averaging \$20/sf). Total vacancies in the town's comparatively small commercial property market (1.8 million sf of rentable inventory) dropped from 56,000 sf (3.1%) to 40,000 sf (2.3%) over this time. Vacancies rose by 6,000 sf for retail space and dropped by 4,000 sf for offices and 19,000 sf for industrial/flex spaces. In response, average retail rents plunged by 14% (from \$33/sf to \$28/sf) and average retail turnover fell from 17 months to 6 months, as landlords fought to maintain occupancy levels with lower asking rates and faster tenanting. Conversely, office rents rose by 21% (to an average of \$27/sf) and industrial rents rose 11% (to an average of \$13/sf) during this time as inventories declined. Average turnover duration also declined in the office and industrial sectors, though not as dramatically as observed for retail space.

Tough winter conditions and rising retail vacancies compelled local property owners to market and tenant vacancies more aggressively in 2015. Over the last three quarters, available space in Arlington advertised on CoStar rose slightly from 26,000 sf to 29,000 s.f., while space advertized outside of CoStar shrank from 30,000 s.f. to 11,000 sf. Increasing use of CoStar by commercial landlords explains part of the decline in average turnover rates, particularly for retail and office properties, as well as a desire to maintain occupancy rates in the face of rising retail vacancies, which continue to be tightly clustered in highly-visible locations within Arlington's business districts. Overall, commercial vacancy in Arlington continues to be very low, with only Belmont (2.6%) and Winchester (4%) having average rates approaching Arlington's (1.7%).



The information in this report is derived from Multiple Listing Systems, as well as information provided by commercial property owners, which is verified and updated by CoStar Group researchers. The Town of Arlington is not responsible for errors or omissions in the data herein.

ARLINGTON, MASSACHUSETTS: Commercial Vacancy Trend Report

Data: Massachusetts,

Middlesex County, June Study Period: October 2014 to June 2015

1. Since October 2014, Arlington's commercial vacancy rate dropped from 3.1% to 2.3% and turnover plunged from an average of 17 months to 6 months. Development is usually stimulated at a 10% vacancy rate.
2. 40,000 s.f. of commercial space is currently available for lease in Arlington, less than observed in October of 2014 (56,000 s.f.). Office space is particularly scarce (0.5% vacancy), indicating high demand for development.
3. 29,000 s.f. of commercial space is available for lease on CoStar, and 11,000 s.f. listed outside of CoStar. The amount of space not listed on CoStar has declined by 19,000 s.f. (64%) since October.
4. Retail rents in Arlington currently average \$28.28/s.f./year, down 14% from the average observed last October (\$32.74/s.f.). Over this time, retail vacancies have risen by 6,000 s.f. and leasing has dropped 65%.
5. Office rents in Arlington currently average \$26.93/s.f./year, up 21% from the average observed last October (\$22.28/s.f.). During this time, office vacancies have dropped by 4,000 s.f.
6. Industrial/flex rents in Arlington currently average \$12.59/s.f./year, up 11% from the average observed last October (\$11.34/s.f.). Over this time, industrial vacancies have dropped by 17,000 s.f.
7. Arlington's retail rents still exceed, on average, those in all neighboring communities except Lexington. Retail rents in all neighboring communities except Somerville have fallen since last October.
8. Office rents in town average lower than Lexington, Cambridge and Somerville, and higher than all other neighbors. Similar to Arlington, office rents have risen in all other neighbors except Medford.
9. Industrial/flex space rents in Arlington average lower than Lexington and Cambridge and higher than all other neighbors. Industrial/flex rents have remained stagnant or fallen in all neighboring communities.

ARLINGTON

ALL COMMERCIAL SPACE	2015 ytd:	5 yr average	RETAIL SPACE	2015 ytd:	5 yr average
Rentable Inventory:	1,736,804 sf	1,749,586 sf	Rentable Inventory:	905,327 sf	883,565 sf
Average Asking Rent (NNN):	\$20.27/sf	\$23.32/sf	Average Asking Rent (NNN):	\$28.28/sf	\$28.37/sf
Vacancy Rate:	1.7%	2.5%	Vacancy Rate:	1.6%	2.3%
Vacant Space:	29,277 sf	43,593 sf	Vacant Space:	14,627 sf	20,427 sf
Non-CoStar Vacant Space:	11,168 sf	NA	Non-CoStar Vacant Space:	5,638 sf	NA
Total Vacancy Rate:	2.3%	NA	Total Vacancy Rate:	2.2%	NA
Leasing (1 yr):	15,394 sf	22,125 sf	Leasing (1 yr):	9,744 sf	14,263 sf
Average Turnover Duration:	5.8 months	12.3 months	Average Turnover Duration:	6.9 months	11.2 months

LEXINGTON

ALL COMMERCIAL SPACE	2015 ytd:	5 yr average	RETAIL SPACE	2015 ytd:	5 yr average
Rentable Inventory:	6,112,448 sf	6,053,027 sf	Rentable Inventory:	665,289 sf	665,969 sf
Average Asking Rent (NNN):	\$30.36/sf	\$23.52/sf	Average Asking Rent (NNN):	\$33.31/sf	\$35.96/sf
Vacancy Rate:	9.8%	12.5%	Vacancy Rate:	0.4%	2.4%
Vacant Space:	612,803 sf	807,768 sf	Vacant Space:	2,600 sf	16,006 sf
Leasing (1 yr):	746,534 sf	447,191 sf	Leasing (1 yr):	8,400 sf	12,501 sf
Average Turnover Duration:	11.8 months	14.1 months	Average Turnover Duration:	9.7 months	9.5 months

CAMBRIDGE

ALL COMMERCIAL SPACE	2015 ytd:	5 yr average	RETAIL SPACE	2015 ytd:	5 yr average
Rentable Inventory:	37,471,050 sf	37,080,268 sf	Rentable Inventory:	4,941,622 sf	5,005,561 sf
Average Asking Rent (NNN):	\$37.84/sf	\$35.29/sf	Average Asking Rent (NNN):	\$26.74/sf	\$26.19/sf
Vacancy Rate:	6.2%	7.5%	Vacancy Rate:	2.6%	2.8%
Vacant Space:	2,329,203 sf	2,779,776 sf	Vacant Space:	130,484 sf	137,533 sf
Leasing (1 yr):	2,935,822 sf	2,468,920 sf	Leasing (1 yr):	23,416 sf	65,783 sf
Average Turnover Duration:	8.5 months	11.7 months	Average Turnover Duration:	6.9 months	10.3 months

SOMERVILLE

ALL COMMERCIAL SPACE	2015 ytd:	5 yr average	RETAIL SPACE	2015 ytd:	5 yr average
Rentable Inventory:	8,218,842 sf	7,732,665 sf	Rentable Inventory:	3,209,056 sf	2,673,149 sf
Average Asking Rent (NNN):	\$22.45/sf	\$15.20/sf	Average Asking Rent (NNN):	\$22.31/sf	\$19.30/sf
Vacancy Rate:	7.4%	9.9%	Vacancy Rate:	4.3%	6.3%
Vacant Space:	507,335 sf	625,900 sf	Vacant Space:	138,072 sf	168,791 sf
Leasing (1 yr):	325,720 sf	272,512 sf	Leasing (1 yr):	36,714 sf	32,679 sf
Average Turnover Duration:	12.0 months	12.5 months	Average Turnover Duration:	12.4 months	11.3 months

MEDFORD

ALL COMMERCIAL SPACE	2015 ytd:	5 yr average	RETAIL SPACE	2015 ytd:	5 yr average
Rentable Inventory:	6,236,368 sf	6,245,353 sf	Rentable Inventory:	2,096,725 sf	2,096,894 sf
Average Asking Rent (NNN):	\$13.58/sf	\$12.03/sf	Average Asking Rent (NNN):	\$18.46/sf	\$19.22/sf
Vacancy Rate:	5.9%	6.7%	Vacancy Rate:	2.6%	3.0%
Vacant Space:	364,952 sf	417,225 sf	Vacant Space:	55,253 sf	63,497 sf
Leasing (1 yr):	140,617 sf	210,592 sf	Leasing (1 yr):	44,830 sf	44,023 sf
Average Turnover Duration:	18.3 months	13.2 months	Average Turnover Duration:	10.4 months	13.8 months

BELMONT

ALL COMMERCIAL SPACE	2015 ytd:	5 yr average	RETAIL SPACE	2015 ytd:	5 yr average
Rentable Inventory:	963,246 sf	938,804 sf	Rentable Inventory:	394,470 sf	369,281 sf
Average Asking Rent (NNN):	\$20.50/sf	\$17.01/sf	Average Asking Rent (NNN):	\$24.98/sf	\$21.88/sf
Vacancy Rate:	2.6%	4.0%	Vacancy Rate:	3.5%	4.6%
Vacant Space:	25,174 sf	37,675 sf	Vacant Space:	13,654 sf	17,029 sf
Leasing (1 yr):	7,776 sf	15,290 sf	Leasing (1 yr):	4,776 sf	6,498 sf
Average Turnover Duration:	6.9 months	11.6 months	Average Turnover Duration:	5.7 months	9.5 months

WINCHESTER

ALL COMMERCIAL SPACE	2015 ytd:	5 yr average	RETAIL SPACE	2015 ytd:	5 yr average
Rentable Inventory:	1,735,045 sf	1,780,937 sf	Rentable Inventory:	459,245 sf	459,245 sf
Average Asking Rent (NNN):	\$13.26/sf	\$8.46/sf	Average Asking Rent (NNN):	\$18.15/sf	\$19.77/sf
Vacancy Rate:	4.0%	3.4%	Vacancy Rate:	1.9%	1.4%
Vacant Space:	70,253 sf	59,859 sf	Vacant Space:	8,599 sf	6,227 sf
Leasing (1 yr):	9,890 sf	18,199 sf	Leasing (1 yr):	1,425 sf	4,940 sf
Average Turnover Duration:	20.5 months	13.4 months	Average Turnover Duration:	5.4 months	5.5 months

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ARLINGTON, MASSACHUSETTS: Commercial Vacancy Trend Report

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a SUMMARY continued:

Study Period: October 2014 to June 2015

1. Since October 2014, Arlington's commercial vacancy rate dropped from 3.1% to 2.3% and turnover plunged from an average of 17 months to 6 months. Development is usually stimulated at a 10% vacancy rate.
2. 40,000 s.f. of commercial space is currently available for lease in Arlington, less than observed in October of 2014 (56,000 s.f.). Office space is particularly scarce (0.5% vacancy), indicating high demand for development.
3. 29,000 s.f. of commercial space is available for lease on CoStar, and 11,000 s.f. listed outside of CoStar. The amount of space not listed on CoStar has declined by 19,000 s.f. (64%) since October.
4. Retail rents in Arlington currently average \$28.28/s.f./year, down 14% from the average observed last October (\$32.74/s.f.). Over this time, retail vacancies have risen by 6,000 s.f. and leasing has dropped 65%.
5. Office rents in Arlington currently average \$26.93/s.f./year, up 21% from the average observed last October (\$22.28/s.f.). During this time, office vacancies have dropped by 4,000 s.f.
6. Industrial/flex rents in Arlington currently average \$12.59/s.f./year, up 11% from the average observed last October (\$11.34/s.f.). Over this time, industrial vacancies have dropped by 17,000 s.f.
7. Arlington's retail rents still exceed, on average, those in all neighboring communities except Lexington. Retail rents in all neighboring communities except Somerville have fallen since last October.
8. Office rents in town average lower than Lexington, Cambridge and Somerville, and higher than all other neighbors. Similar to Arlington, office rents have risen in all other neighbors except Medford.
9. Industrial/flex space rents in Arlington average lower than Lexington and Cambridge and higher than all other neighbors. Industrial/flex rents have remained stagnant or fallen in all neighboring communities.

ARLINGTON

OFFICE SPACE	2015 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2015 ytd:	5 yr average
Rentable Inventory:	510,835 sf	545,379 sf	Rentable Inventory:	320,642 sf	320,642 sf
Average Asking Rent (NNN):	\$26.93/sf	\$22.14/sf	Average Asking Rent (NNN):	\$12.59/sf	\$11.65/sf
Vacancy Rate:	0.5%	2.5%	Vacancy Rate:	3.7%	3.0%
Vacant Space:	2,650 sf	13,510 sf	Vacant Space:	12,000 sf	9,656 sf
Non-CoStar Vacant Space:	0 sf	NA	Non-CoStar Vacant Space:	5,530 sf	NA
Total Vacancy Rate:	0.5%	NA	Total Vacancy Rate:	5.5%	NA
Leasing (1 yr):	1,450 sf	5,166 sf	Leasing (1 yr):	4,200 sf	2,697 sf
Average Turnover Duration:	8.5 months	12.8 months	Average Turnover Duration:	3.0 months	16.9 months

LEXINGTON

OFFICE SPACE	2015 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2015 ytd:	5 yr average
Rentable Inventory:	4,031,529 sf	3,971,428 sf	Rentable Inventory:	1,415,630 sf	1,415,630 sf
Average Asking Rent (NNN):	\$37.31/sf	\$23.84/sf	Average Asking Rent (NNN):	\$23.72/sf	\$23.08/sf
Vacancy Rate:	9.0%	17.3%	Vacancy Rate:	13.3%	13.6%
Vacant Space:	407,859 sf	548,069 sf	Vacant Space:	187,920 sf	192,705 sf
Leasing (1 yr):	514,371 sf	272,245 sf	Leasing (1 yr):	223,763 sf	162,445 sf
Average Turnover Duration:	11.5 months	14.3 months	Average Turnover Duration:	19.5 months	20.6 months

CAMBRIDGE

OFFICE SPACE	2015 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2015 ytd:	5 yr average
Rentable Inventory:	27,849,106 sf	26,992,409 sf	Rentable Inventory:	4,680,322 sf	5,082,298 sf
Average Asking Rent (NNN):	\$49.24/sf	\$43.57/sf	Average Asking Rent (NNN):	\$19.35/sf	\$19.44/sf
Vacancy Rate:	7.3%	8.7%	Vacancy Rate:	3.4%	6.1%
Vacant Space:	2,039,436 sf	2,335,539 sf	Vacant Space:	159,283 sf	306,455 sf
Leasing (1 yr):	2,839,728 sf	2,197,611 sf	Leasing (1 yr):	72,678 sf	205,526 sf
Average Turnover Duration:	8.6 months	11.5 months	Average Turnover Duration:	12.0 months	13.8 months

SOMERVILLE

OFFICE SPACE	2015 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2015 ytd:	5 yr average
Rentable Inventory:	1,685,052 sf	1,558,676 sf	Rentable Inventory:	3,324,734 sf	3,500,840 sf
Average Asking Rent (NNN):	\$29.25/sf	\$23.75/sf	Average Asking Rent (NNN):	\$11.69/sf	\$10.73/sf
Vacancy Rate:	10.3%	9.0%	Vacancy Rate:	5.90%	10.70%
Vacant Space:	173,703 sf	139,724 sf	Vacant Space:	195,560 sf	317,385 sf
Leasing (1 yr):	158,806 sf	78,504 sf	Leasing (1 yr):	130,200 sf	161,329 sf
Average Turnover Duration:	10.6 months	11.0 months	Average Turnover Duration:	12.2 months	16.3 months

MEDFORD

OFFICE SPACE	2015 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2015 ytd:	5 yr average
Rentable Inventory:	1,625,437 sf	1,625,743 sf	Rentable Inventory:	2,514,206 sf	2,522,716 sf
Average Asking Rent (NNN):	\$17.84/sf	\$21.03/sf	Average Asking Rent (NNN):	\$9.51/sf	\$8.19/sf
Vacancy Rate:	10.1%	11.1%	Vacancy Rate:	5.80%	6.80%
Vacant Space:	164,188 sf	181,777 sf	Vacant Space:	145,511 sf	172,551 sf
Leasing (1 yr):	57,583 sf	99,949 sf	Leasing (1 yr):	38,204 sf	66,619 sf
Average Turnover Duration:	30.1 months	14.5 months	Average Turnover Duration:	17.9 months	11.1 months

BELMONT

OFFICE SPACE	2015 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2015 ytd:	5 yr average
Rentable Inventory:	355,879 sf	372,563 sf	Rentable Inventory:	212,897 sf	196,960 sf
Average Asking Rent (NNN):	\$20.07/sf	\$19.34/sf	Average Asking Rent (NNN):	-	\$7.72/sf
Vacancy Rate:	3.2%	4.0%	Vacancy Rate:	0.0%	3.0%
Vacant Space:	11,520 sf	14,806 sf	Vacant Space:	0 sf	5,840 sf
Leasing (1 yr):	3,000 sf	4,815 sf	Leasing (1 yr):	4,420 sf	3,977 sf
Average Turnover Duration:	18.3 months	12.2 months	Average Turnover Duration:	0.9 months	19.7 months

WINCHESTER

OFFICE SPACE	2015 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2015 ytd:	5 yr average
Rentable Inventory:	440,142 sf	434,488 sf	Rentable Inventory:	835,658 sf	887,204 sf
Average Asking Rent (NNN):	\$20.03/sf	\$21.10/sf	Average Asking Rent (NNN):	\$7.76/sf	\$5.83/sf
Vacancy Rate:	0.6%	3.0%	Vacancy Rate:	7.1%	4.6%
Vacant Space:	2,470 sf	12,863 sf	Vacant Space:	59,184 sf	40,769 sf
Leasing (1 yr):	3,340 sf	7,055 sf	Leasing (1 yr):	5,125 sf	6,204 sf
Average Turnover Duration:	20.5 months	12.7 months	Average Turnover Duration:	35.2 months	21.2 months

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ARLINGTON, MASSACHUSETTS: Neighborhood Commercial Vacancy Trends

Data: Massachusetts, Middlesex County, June 2015. Licensed by the Town of Arlington from the CoStar Group.

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ARLINGTON HEIGHTS					
ALL COMMERCIAL SPACE			RETAIL SPACE		
	2015 ytd:	5 yr average		2014 ytd:	5 yr average
Rentable Inventory:	436,424 sf	450,572 sf	Rentable Inventory:	234,669 sf	229,807 sf
Average Asking Rent (NNN):	\$17.66/sf	\$26.22/sf	Average Asking Rent (NNN):	\$45.00/sf	\$36.42/sf
Vacancy Rate:	3.7%	3.1%	Vacancy Rate:	3.51%	1.9%
Vacant Space:	16,248 sf	13,736 sf	Vacant Space:	8,244 sf	4,466 sf
Leasing (1 yr):	7,334 sf	5,591 sf	Leasing (1 yr):	9,913 sf	4,598 sf
Average Turnover Duration:	11.6 months	11.4 months	Average Turnover Duration:	12.3 months	9.6 months

ARLINGTON CENTER					
ALL COMMERCIAL SPACE			RETAIL SPACE		
	2015 ytd:	5 yr average		2015 ytd:	5 yr average
Rentable Inventory:	789,118 sf	816,530 sf	Rentable Inventory:	386,690 sf	379,558 sf
Average Asking Rent (NNN):	\$26.29/sf	\$24.50/sf	Average Asking Rent (NNN):	\$20.00/sf	\$27.31/sf
Vacancy Rate:	2.0%	2.3%	Vacancy Rate:	2.1%	2.0%
Vacant Space:	15,496 sf	19,082 sf	Vacant Space:	8,046 sf	7,517 sf
Leasing (1 yr):	7,010 sf	11,022 sf	Leasing (1 yr):	5,810 sf	6,476 sf
Average Turnover Duration:	7.3 months	14.2 months	Average Turnover Duration:	4.3 months	15.1 months

EAST ARLINGTON					
ALL COMMERCIAL SPACE			RETAIL SPACE		
	2015 ytd:	5 yr average		2015 ytd:	5 yr average
Rentable Inventory:	325,490 sf	315,722 sf	Rentable Inventory:	174,303 sf	164,535 sf
Average Asking Rent (NNN):	\$17.60/sf	\$24.73/sf	Average Asking Rent (NNN):	\$15.00/sf	\$25.33/sf
Vacancy Rate:	2.0%	2.5%	Vacancy Rate:	1.0%	4.0%
Vacant Space:	6,655 sf	7,925 sf	Vacant Space:	1,825 sf	6,509 sf
Leasing (1 yr):	800 sf	4,249 sf	Leasing (1 yr):	800 sf	2,331 sf
Average Turnover Duration:	13.4 months	12.6 months	Average Turnover Duration:	1.1 months	14.7 months

LEXINGTON CENTER					
ALL COMMERCIAL SPACE			RETAIL SPACE		
	2015 ytd:	5 yr average		2015 ytd:	5 yr average
Rentable Inventory:	947,300 sf	947,980 sf	Rentable Inventory:	403,913 sf	404,593 sf
Average Asking Rent (NNN):	\$29.77/sf	\$32.63/sf	Average Asking Rent (NNN):	\$47.00/sf	\$43.86/sf
Vacancy Rate:	1.8%	3.4%	Vacancy Rate:	0.0%	2.7
Vacant Space:	17,161 sf	32,030 sf	Vacant Space:	0 sf	10,891 sf
Leasing (1 yr):	13,165 sf	22,728 sf	Leasing (1 yr):	1,800 sf	8,768 sf
Average Turnover Duration:	7.3 months	8.8 months	Average Turnover Duration:	0.7 months	12.3 months

N. WEST CAMBRIDGE (Incl. the North Cambridge, Fresh Pond/Cambridge Highlands, Neighborhood Nine and Huron Village business districts)					
ALL COMMERCIAL SPACE			RETAIL SPACE		
	2015 ytd:	5 yr average		2015 ytd:	5 yr average
Rentable Inventory:	5,167,216 sf	5,362,351 sf	Rentable Inventory:	524,152 sf	544,642 sf
Average Asking Rent (NNN):	\$31.10/sf	\$28.63/sf	Average Asking Rent (NNN):	\$21.66/sf	\$23.19/sf
Vacancy Rate:	8.8%	10.9%	Vacancy Rate:	4.3%	4.4%
Vacant Space:	455,763 sf	586,472 sf	Vacant Space:	26,153 sf	23,241 sf
Leasing (1 yr):	440,517 sf	323,577 sf	Leasing (1 yr):	0 sf	11,559 sf
Average Turnover Duration:	11.0 months	15.0 months	Average Turnover Duration:	7.4 months	17.1 months

ARLINGTON, MASSACHUSETTS: Neighborhood Commercial Vacancy Trends

Data: Massachusetts, Middlesex County, June 2015. Licensed by the Town of Study Period: October 2014 to June 2015

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ARLINGTON HEIGHTS					
OFFICE SPACE	2015 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2015 ytd:	5 yr average
Rentable Inventory:	54,704 sf	54,704 sf	Rentable Inventory:	147,051 sf	147,051 sf
Average Asking Rent (NNN):	-	-	Average Asking Rent (NNN):	\$12.59/sf	\$12.30/sf
Vacancy Rate:	0%	6.0%	Vacancy Rate:	8.2%	3.3%
Vacant Space:	0 sf	4,419 sf	Vacant Space:	12,000 sf	4,851 sf
Leasing (1 yr):	0 sf	1,451 sf	Leasing (1 yr):	4,200 sf	1,029 sf
Average Turnover Duration:	-	20.8 months	Average Turnover Duration:	7.6 months	11.3 months

ARLINGTON CENTER					
OFFICE SPACE	2015 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2015 ytd:	5 yr average
Rentable Inventory:	328,138 sf	362,682 sf	Rentable Inventory:	74,290 sf	74,290 sf
Average Asking Rent (NNN):	\$27.11/sf	\$21.88/sf	Average Asking Rent (NNN):	\$12.95/sf	\$9.74/sf
Vacancy Rate:	0.7%	3.0%	Vacancy Rate:	8.1%	1.00%
Vacant Space:	2,450 sf	10,833 sf	Vacant Space:	6,000 sf	732 sf
Leasing (1 yr):	1,200 sf	3,938 sf	Leasing (1 yr):	0 sf	0 sf
Average Turnover Duration:	4.7 months	13.7 months	Average Turnover Duration:	0.8 months	-

EAST ARLINGTON					
OFFICE SPACE	2015 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2015 ytd:	5 yr average
Rentable Inventory:	91,278 sf	91,278 sf	Rentable Inventory:	59,909 sf	59,909 sf
Average Asking Rent (NNN):	-	\$27.75/sf	Average Asking Rent (NNN):	-	-
Vacancy Rate:	0.0%	1.7%	Vacancy Rate:	9.2%	0.3%
Vacant Space:	0 sf	1,498 sf	Vacant Space:	5,530 sf	175 sf
Leasing (1 yr):	0 sf	1,118 sf	Leasing (1 yr):	0 sf	-
Average Turnover Duration:	-	7.9 months	Average Turnover Duration:	-	-

LEXINGTON CENTER					
OFFICE SPACE	2015 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2015 ytd:	5 yr average
Rentable Inventory:	490,537 sf	490,537 sf	Rentable Inventory:	52,850 sf	52,850 sf
Average Asking Rent (NNN):	\$29.27/sf	\$24.50/sf	Average Asking Rent (NNN):	0.0%	0.0%
Vacancy Rate:	3.5	4.3	Vacancy Rate:	0.0%	0
Vacant Space:	17,161 sf	21,139 sf	Vacant Space:	0.0%	0.0%
Leasing (1 yr):	11,365 sf	13,960 sf	Leasing (1 yr):	0 sf	-
Average Turnover Duration:	7.4 months	7.0 months	Average Turnover Duration:	-	-

N. WEST CAMBRIDGE					
(Incl. the North Cambridge, Fresh Pond/Cambridge Highlands, Neighborhood Nine and Huron Village business districts)					
OFFICE SPACE	2015 ytd:	5 yr average	INDUSTRIAL/ FLEX SPACE	2015 ytd:	5 yr average
Rentable Inventory:	3,276,091 sf	3,397,663 sf	Rentable Inventory:	1,366,973 sf	1,420,046 sf
Average Asking Rent (NNN):	\$46.60/sf	\$37.54/sf	Average Asking Rent (NNN):	\$16.22/sf	\$17.35/sf
Vacancy Rate:	11.1%	13.4%	Vacancy Rate:	5.2%	7.7%
Vacant Space:	362,997 sf	453,503 sf	Vacant Space:	70,487 sf	108,916 sf
Leasing (1 yr):	399,890 sf	263,930 sf	Leasing (1 yr):	40,627 sf	48,088 sf
Average Turnover Duration:	12.5 months	14.9 months	Average Turnover Duration:	12.0 months	14.3 months

ARLINGTON BUSINESS RETENTION SURVEY PROGRAM

Survey Results, 2014-15 (year to date)

Business One: Left Arlington Center 0-10 employees 2.14.2014

Overall opinion of Arlington: AVERAGE/POOR for small businesses

Top three benefits: Good permitting processes

Immediate business needs: More parking availability and better snow removal in the Center

Modernization/expansion plans: Business closing due to poor performance, may reopen

Constraints faced to expansion: Lack of parking

Business Two: Left Arlington Center 11-20 employees 7.23.2014

Overall opinion of Arlington: EXCELLENT for small businesses

Top three benefits: Proximity to owners residences, access to amenities, quality of life

Immediate business needs: Large (10,000+sf) blocs of vacant, quality commercial space

Modernization/expansion plans: Business closing due to poor performance, may reopen

Constraints faced to expansion: Lack of space in existing location, plus lack of large, quality commercial vacancies

Business Three: Left East Arlington 0-10 employees 11.14.2014

Overall opinion of Arlington: AVERAGE for small businesses

Top three benefits: No response

Immediate business needs: Franchisees who can run a successful small business

Modernization/expansion plans: Business closing due to poor performance, may reopen

Constraints faced to expansion: No response

Business Four: Relocated within Arlington 0-10 employees 11.14.2014

Overall opinion of Arlington: GOOD for small businesses

Top three benefits: Access to customers, suppliers and employees

Immediate business needs: Landlord willing to rent to business (former landlord refused to renew lease)

Modernization/expansion plans: Business closing due to poor performance, may reopen

Constraints faced to expansion: No response

Business Five: Opened in Arlington Center 0-10 employees 11.14.2014

Overall opinion of Arlington: GOOD for small businesses

Top three benefits: Proximity to owner's home, access to customers, quality of life

Immediate business needs: Better sidewalk access to and from shop

Modernization/expansion plans: Business closing due to poor performance, may reopen

Constraints faced to expansion: No response

Business Six: Opened in Arlington Center 0-10 employees 12.14.2014

Overall opinion of Arlington: GOOD for small businesses

Top three benefits: Proximity to owner's home, access to customers, quality of life

Immediate business needs: Assistance with marketing unique goods

Modernization/expansion plans: Business closing due to poor performance, may reopen

Constraints faced to expansion: None

ARLINGTON BUSINESS RETENTION SURVEY PROGRAM

Survey Results, 2014-15 (year to date)

Business Seven: Closed in Arlington Center/Heights 0-10 employees 4.1.2015

Overall opinion of Arlington: AVERAGE for small businesses

Top three benefits: Proximity to owner's home, access to customers and workers

Immediate business needs: Better products

Modernization/expansion plans: Business closing due to poor performance, may reopen

Constraints faced to expansion: Poor sales of goods offered to customers

Business Eight: Opened in Arlington Center 0-10 employees 5.4.2015

Overall opinion of Arlington: GOOD for small businesses

Top three benefits: Proximity to owner's home, access to metropolitan amenities

Immediate business needs: Assistance with occupancy permitting

Modernization/expansion plans: Business closing due to poor performance, may reopen

Constraints faced to expansion: None

Business Nine: Closed in Arlington Center 0-10 employees 5.4.2015

Overall opinion of Arlington: GOOD for small businesses

Top three benefits: Proximity to owner's home, customers and quality of life

Immediate business needs: No response

Modernization/expansion plans: Business closing due to poor performance, may reopen

Constraints faced to expansion: Owner's poor health

Business Ten: Closed in East Arlington 0-10 employees 5.13.2015

Overall opinion of Arlington: GOOD for small businesses

Top three benefits: Proximity to owner's home, customers and suppliers

Immediate business needs: Capital, more business

Modernization/expansion plans: Business closing due to poor performance, may reopen

Constraints faced to expansion: Lack of customers/cash flow

ARLINGTON, MA: Employment Trends for Local Businesses, 2001 - YTD

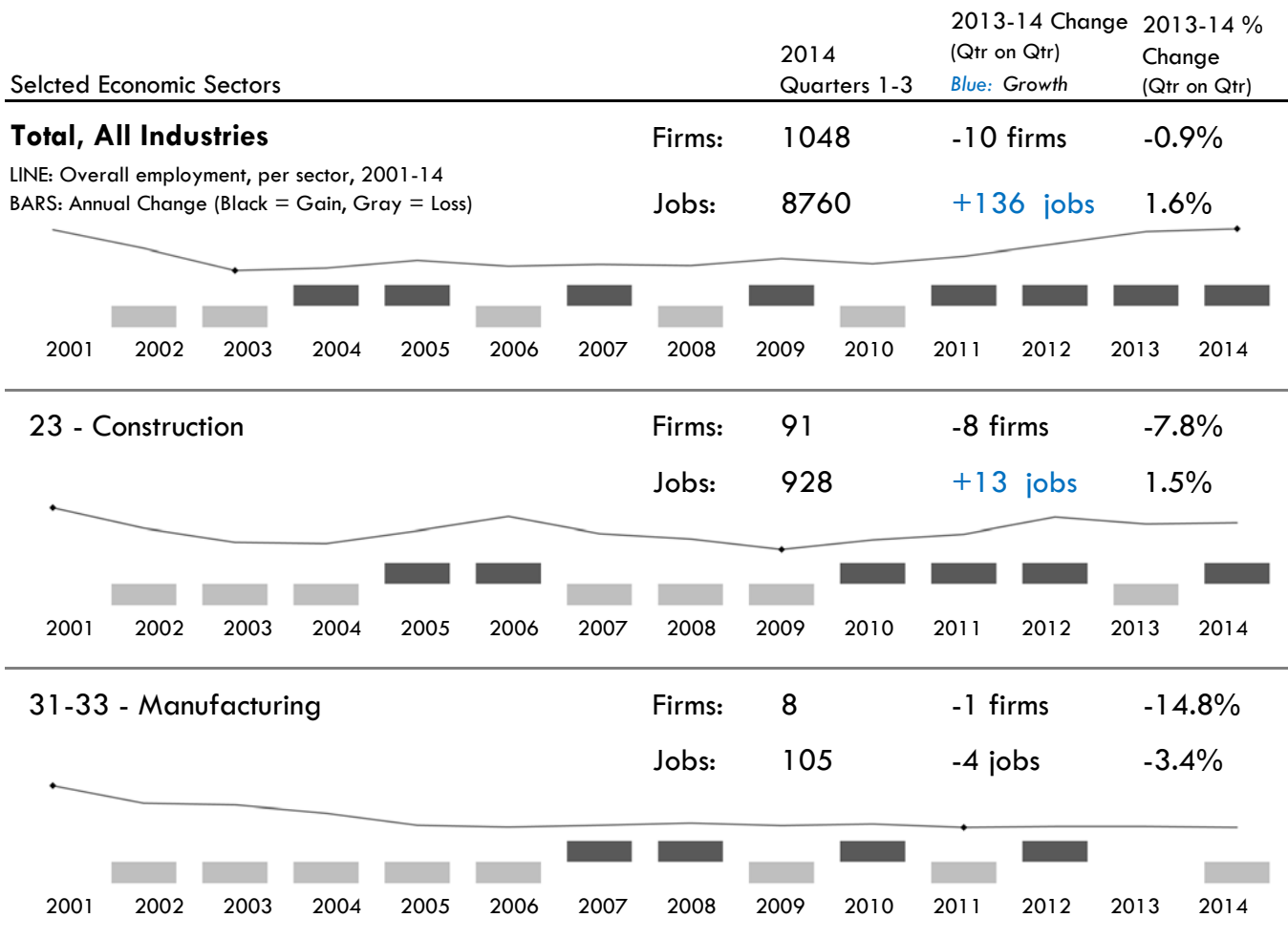
Compiled by the Arlington Planning & Community Development Department, 5/21/2015, from ES-202 series data produced by the Massachusetts Executive Office of Labor and Workforce Development (EOLWD).

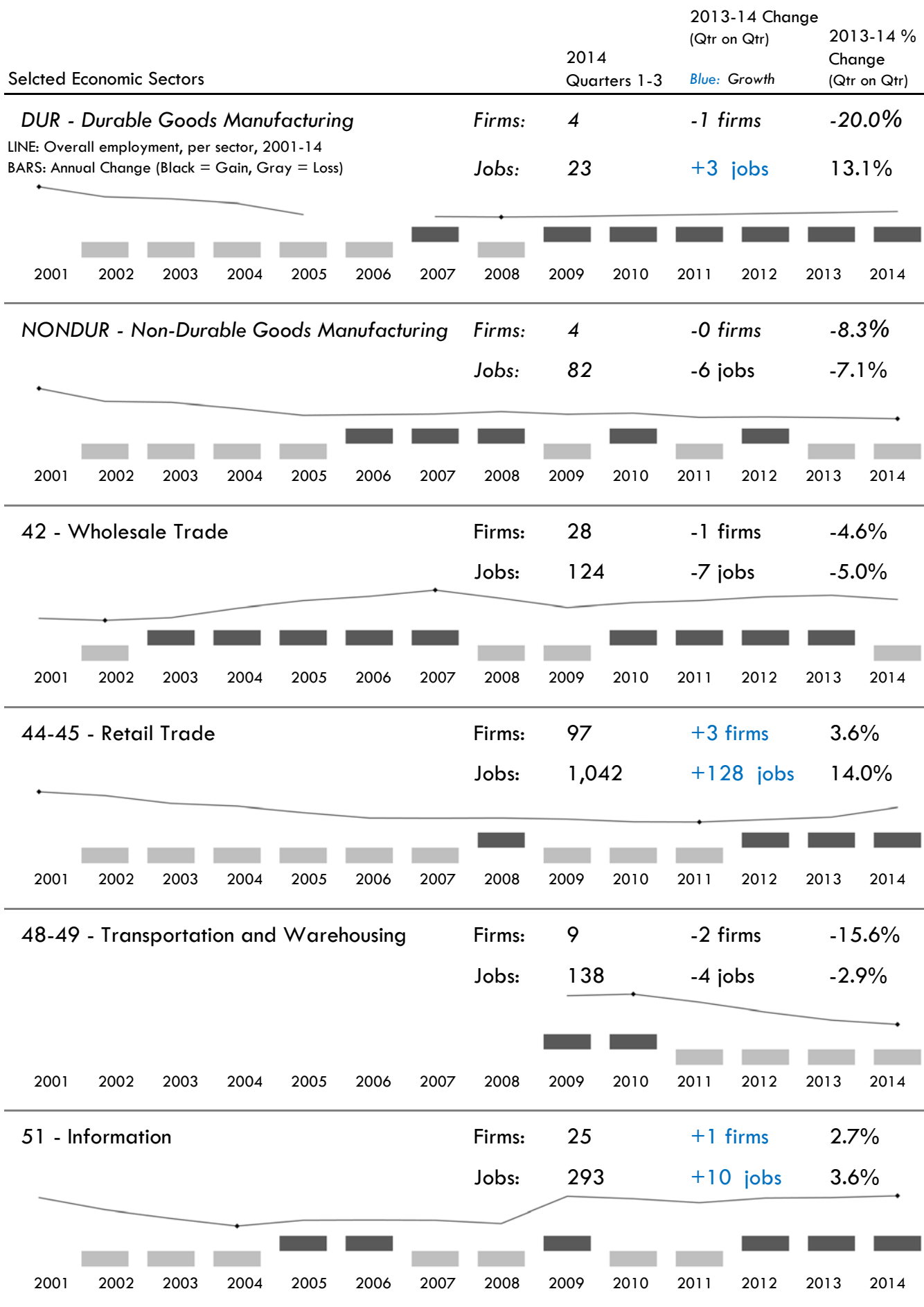
This report shows the number of businesses located in Arlington and the number of workers employed in these local businesses. Monthly data from the Massachusetts EOLWD is compiled into annual averages.

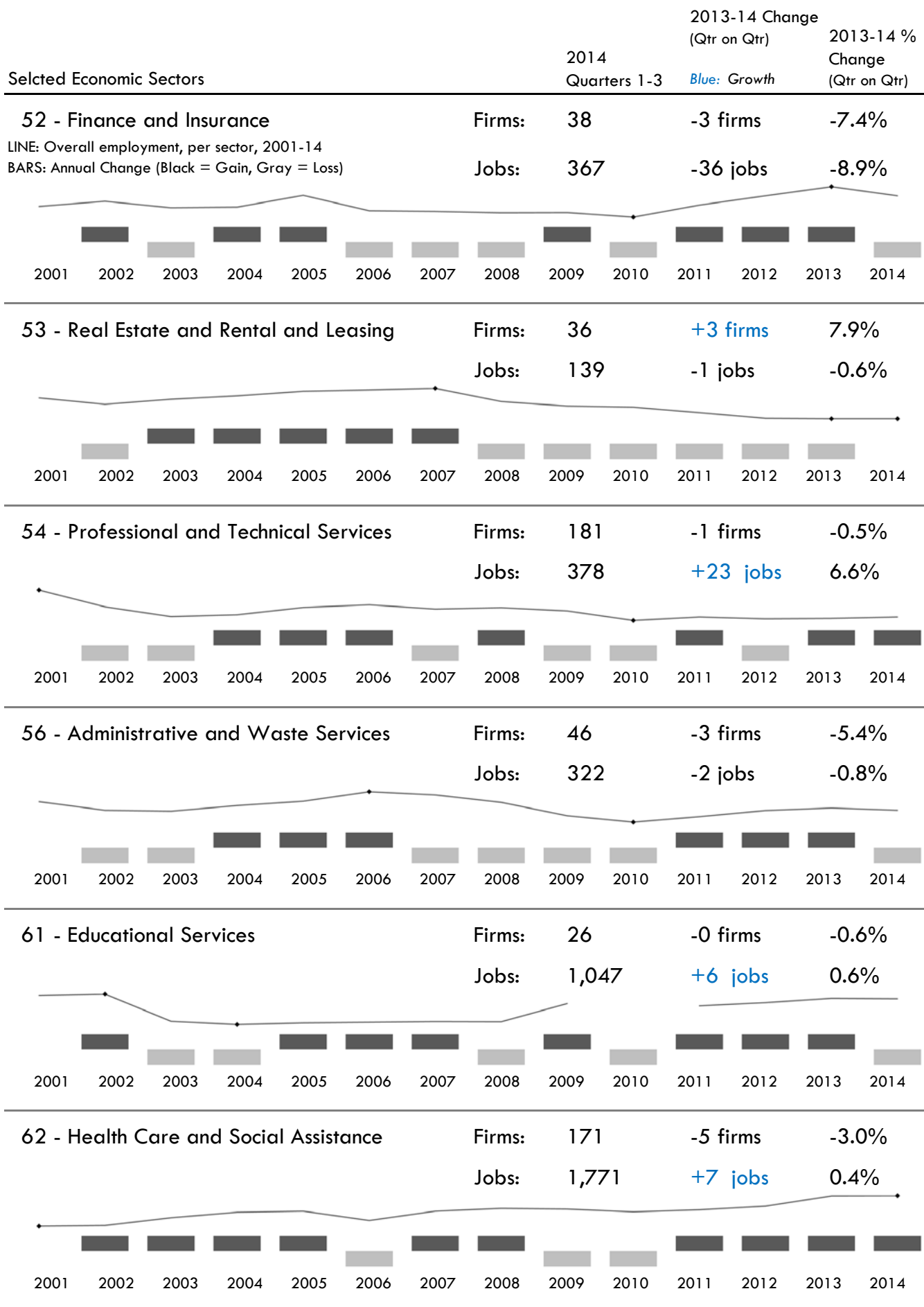
Current year data is for the latest month available.

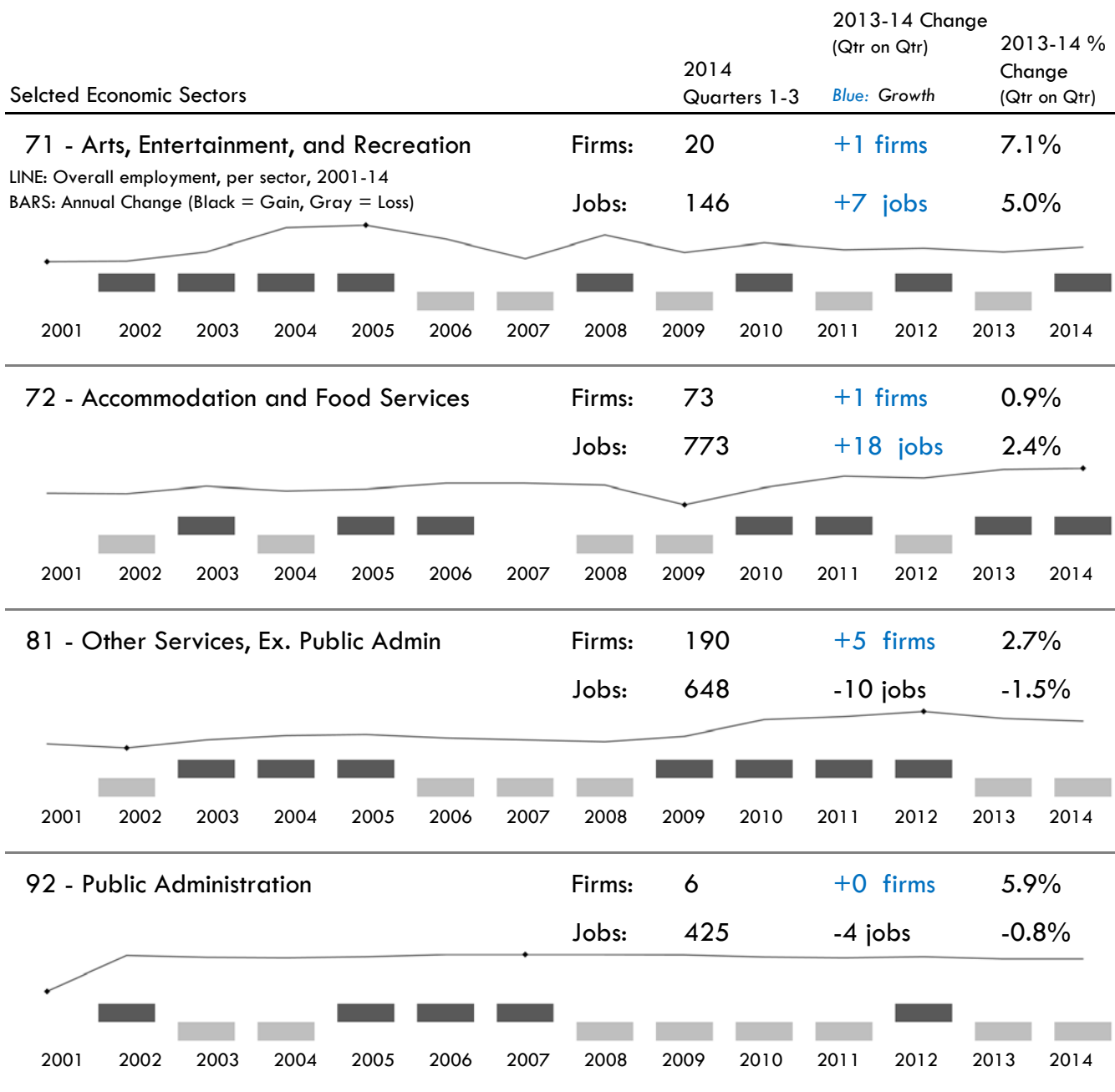
May 21, 2015

SUMMARY: Over the first three quarters of 2014, employment in Arlington grew by 1.6% to 8,760 jobs, even as the number of businesses based in town dipped slightly by 0.9% to 1,048 firms. This is the highest level of employment observed since 2001. Strongest job gains were observed in the Retail, Professional/Technical Service, Accommodation/Food Service, and Construction sectors; deepest declines were experienced in the Finance/ Insurance, Other Service and Wholesale sectors. Employment also grew in important regional growth sectors including Information (+10 jobs), Health Care (+7 jobs) and Arts/Entertainment (+7 jobs).









Selection Criteria Area Type : City or Town Area : Arlington Year : 2001-14 Period : Annual Ownership Type : All Ownership
 Types Industry : Totals by 2-Digit NAICS Code

ARLINGTON, MA: Employment Trends for Local Businesses, 2001 - YTD

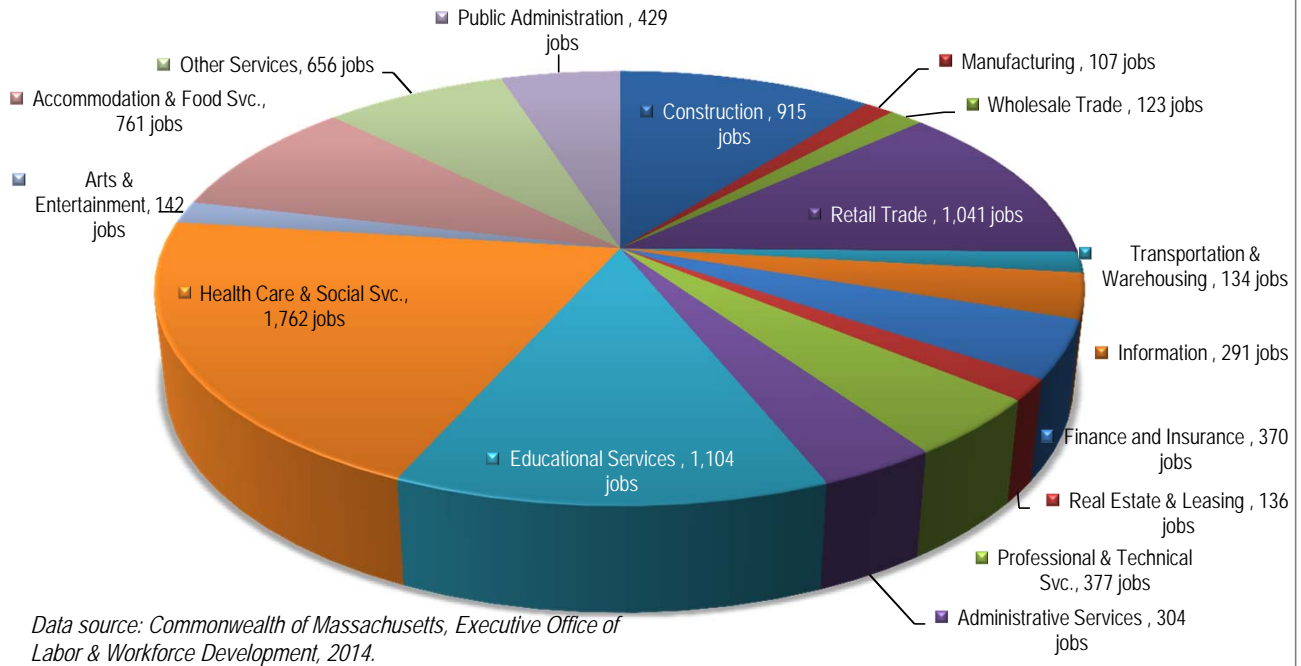
Compiled by the Arlington Department of Planning & Community Development , 5/21/2015, from 2012 econometric data for Middlesex County from the Minnesota Planning Group and 2014 employment data from the Massachusetts EOLWD.

If job growth indicates increased demand and output, Arlington's current gains are concentrated in industries which have a greater overall impact on the town's economy. On average every dollar of increased output in the town's growth sectors yields a total of \$0.47 in additional output throughout the town's economy. In contrast, an extra dollar of output in the town's job loss sectors yields \$0.42 in additional local output. This "Multiplier Effect" shows how additional demand in one industry influences other sectors of an economy that supply it with goods and services. Increasing output in response to increased demand requires companies to spend more on goods and supplies, as well as to pay increased wages to existing and new workers, which in turn generates increased demand and spending that ripple throughout a local economy. Basic multipliers estimate the secondary effects that increased spending in one industry has on other industries supplying more goods and services; Total multipliers consider additional stimulus effects generated by spending of higher wages and increased employment in the target industry and suppliers in the local economy.

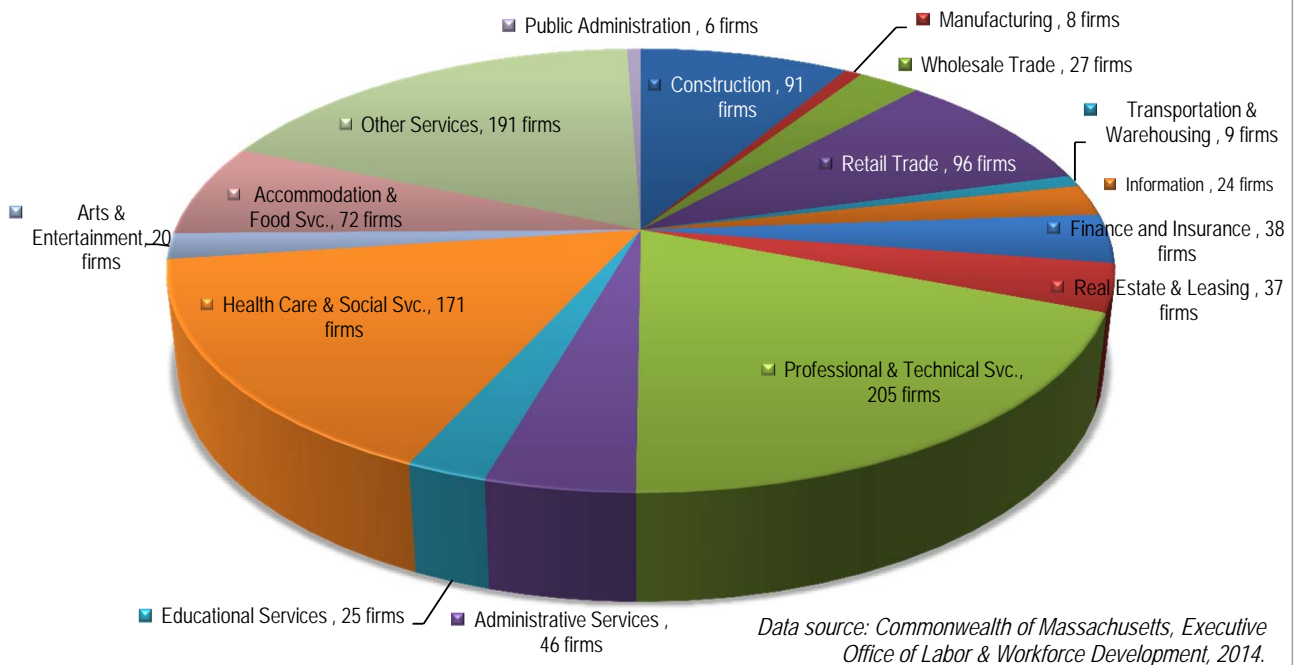
2012 Econometric Multipliers for Arlington		Basic Output Multiplier	Total Output Multiplier	2013-14 Job Growth
Selected Economic Sectors		Blue: > avg.	Blue: > avg.	Qtr on Qtr
All Industries (average):	\$1.00 of extra output yields:	+\$0.16	+\$0.46	1.6%
23 - Construction:	\$1.00 of extra output yields:	+\$0.16	+\$0.41	1.5%
31-33 - Manufacturing:	\$1.00 of extra output yields:	+\$0.13	+\$0.25	-3.4%
42 - Wholesale Trade:	\$1.00 of extra output yields:	+\$0.14	+\$0.40	-5.0%
44-45 - Retail Trade:	\$1.00 of extra output yields:	+\$0.18	+\$0.46	14.0%
48-49 - Transport/Warehousing:	\$1.00 of extra output yields:	+\$0.20	+\$0.44	-2.9%
51 - Information:	\$1.00 of extra output yields:	+\$0.22	+\$0.48	3.6%
52 - Finance and Insurance:	\$1.00 of extra output yields:	+\$0.22	+\$0.49	-8.9%
53 - Real Estate Leasing:	\$1.00 of extra output yields:	+\$0.16	+\$0.39	-0.6%
54 - Professional/Technical Svc:	\$1.00 of extra output yields:	+\$0.17	+\$0.51	6.6%
56 - Administrative/Waste Svc:	\$1.00 of extra output yields:	+\$0.18	+\$0.48	-0.8%
61 - Educational Services:	\$1.00 of extra output yields:	+\$0.16	+\$0.50	0.6%
62 - Health Care/Social Service:	\$1.00 of extra output yields:	+\$0.16	+\$0.48	0.4%
71 - Arts/Entertainment:	\$1.00 of extra output yields:	+\$0.26	+\$0.52	5.0%
72 - Accommodation/Food Svc:	\$1.00 of extra output yields:	+\$0.16	+\$0.42	2.4%
81 - Other Services:	\$1.00 of extra output yields:	+\$0.19	+\$0.51	-1.5%
92 - Public Administration:	\$1.00 of extra output yields:	+\$0.02	+\$0.41	-0.8%

EXAMPLE: In Arlington, increasing production to generate each dollar of extra output by firms in the Arts & Entertainment sector stimulates an additional \$.26 of output from additional custom with local suppliers, and a total of \$.52 of extra output in the local economy from workers spending extra wages earned from rising production levels. Industries with high multipliers tend to rely heavily on local industries to supply goods and services required for production; industries with low multipliers rely more on regional or national suppliers.

ARLINGTON: Employment by Economic Sector, 2014 Q1-3



ARLINGTON: Businesses by Economic Sector, 2014 Q1-3





Town of Arlington, Massachusetts

Endorsement: Bike Facility Design Guide

Summary:

Wayne Chouinard, Town Engineer, TAC Member

ATTACHMENTS:

Type	Description
<input type="checkbox"/> Reference Material	Town Engineer Comments
<input type="checkbox"/> Reference Material	Memorandum from TAC

From: "Wayne Chouinard" <WChouinard@town.arlington.ma.us>
To: "Marie Krepelka" <MKrepelka@town.arlington.ma.us>
Cc: "Laura Wiener" <LWiener@town.arlington.ma.us>
Date: 06/16/2015 02:53 PM
Subject: Bike Lane Design Guide

Pertaining to the Bike Lane Design Guide submitted for the Selectmen's Agenda. There are no regulatory changes or approval required for the implementation of the guidelines detailed in the submittal. We would like to request that the Board of Selectmen endorse the guidelines to be utilized by the DPW to indicate support as we proceed with our Capitol Improvement projects and coordinate with broader policies of the MassDOT. Implementing these approaches will provide opportunities for additional grant funding from the State.

Thank you,

Wayne
Wayne A. Chouinard, PE
Town Engineer
Arlington Public Works
51 Grove Street
Office: (781) 316-3320
E-mail: wchouinard@town.arlington.ma.us



TRANSPORTATION ADVISORY COMMITTEE

Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Laura Wiener

To: Board of Selectmen

From: Transportation Advisory Committee (TAC) and Arlington Bicycle Advisory Committee (ABAC)

Subject: INFORMATION: Bike Facility Design Guide

Date: 15 June 2015

Dear Board Members;

Given the increasing number of bicycles on Arlington's roads, the Department of Public Works, Transportation Advisory Committee and Bicycle Advisory Committee collaborated to develop guidance for implementing bicycle accommodations when roads are repaved by the town. This guideline was developed to allow the coordination of details as the Town moves forward with its major capital road improvement projects. The scope of this guide includes the following:

- Bike Lane Network Map; includes major streets determined to be highly utilized bike corridors and connector streets to and through Arlington. It was concluded early in the study that local streets with low volumes and speeds should not need special bicycle accommodation.
- A design guide to determine suitable pavement markings that will accommodate necessary vehicle lane striping as well as bicycle accommodations where possible. These features can be determined using standard criteria including width, speed, use etc and can be implemented after repaving operations without requiring additional construction modifications.

The Arlington Transportation Advisory Committee as well as the Bicycle Advisory Committee provided input and support to this guide, and TAC voted unanimously to adopt it in March 2015.

These steps will work in conjunction with the current MassDOT Healthy Transportation Policy Initiative and pending Complete Street Guidelines.

Working group members included:

- Wayne Chouinard, DPW
- Seth Federspiel, TAC
- Phil Goff, ABAC
- Howard Muise, TAC
- Scott Smith, ABAC and TAC

Adding bicycle accommodation such as designated bike lanes or shared lane markings does not change existing traffic rules; therefore no formal action by the Board is required.

Respectfully submitted,
Wayne Chouinard, Town Engineer

Attachment: Bike Facility Design Guide

Web site; www.arlingtonma.gov/tac

Context Sensitive Bike Facility Design Guide Matrix

Arlington BAC/TAC Roadway Restriping Working Group – December 2014

Introduction

Given the increasing number of bicycles on Arlington's roads, it is the ABAC/TAC Roadway Restriping Working Group's (RRWG) desire to find appropriate accommodations to enhance accessibility and safety for bicyclists and to reduce conflicts with other road users, including drivers of motor vehicles and pedestrians. With appropriate planning, opportunities for improvements arise when roadways are repaved by the Town. The intent of this memorandum to provide a guide for restriping the roadway that provides the appropriate facility for bicyclists depending on the traffic, topographic and land use context.

The various types of potential bicycle facilities include:

Type of facility	Considerations	Example
Shared use path	<ol style="list-style-type: none">1. Provides the greatest separation from motor vehicle (MV) traffic2. May have some bicycle – pedestrian conflicts3. Typically, a separate right-of-way is required, such as a rail bed4. Rarely provides the same level of access to homes and businesses as roads. "The presence of a shared use path near a roadway does not eliminate the need to accommodate bicyclists within a roadway" ¹	Minuteman Bikeway
Cycle Track	<p>A cycle track is a one or two-way bicycle facility located next to a road, either at road or sidewalk grade.</p> <ol style="list-style-type: none">1. On roads with few driveways or intersections, provides good separation from motor vehicle traffic2. Substantial motor vehicle conflicts in areas with many driveways or intersections (for example, Route 16 at Fresh Pond Mall)3. Busy road intersections require special design treatment, illustrated well in the NACTO Urban Bikeway Design Guide4. Substantial right-of-way is required (minimum 8' for two-way, 5' for one-way plus a 3' minimum buffer to parked cars)	Vassar Street or Concord Avenue, Cambridge
Buffered bike lane	<p>A painted bike lane, parallel to traffic flow, with a painted or otherwise delineated buffer between the bike lane and MV traffic². A buffer might also be provided between the bike lane and parked cars</p> <ol style="list-style-type: none">1. Provides better MV-bike separation than a conventional bike lane2. Useful where the space available for a bike lane is wide enough that it might be mistaken for a motor vehicle travel lane	Congress Street, Downtown Boston
Bike lane	<ol style="list-style-type: none">1. The 2006 Mass Highway Design Guide stated that "Bicycle lanes are generally considered the preferred treatment for bicycle accommodation"³2. Minimum width of 5' (minimum 12' for combined parking and bike lane, 13-14' preferred)	Park Avenue, Arlington
Rideable shoulder	<ol style="list-style-type: none">1. A marked shoulder, typically at least 4' wide2. Useful where little parking is expected3. Provides reasonable accommodation where available right-of-way is	Lake Street, Arlington

¹ MassDOT Highway Design Guide, Section 5.3.2.4

² See <http://nacto.org/cities-for-cycling/design-guide/bike-lanes/buffered-bike-lanes>

³ MassDOT Highway Design Guide, Section 5.3.2.1

	limited, bike traffic is low to moderate, there is only occasional parking, and there is little truck / bus traffic.	
Wide curb lane	<p>A wide curb lane is a travel lane that provides enough space for bikes and motor vehicles to share side-by-side⁴</p> <ol style="list-style-type: none"> 1. Width is 14 – 15' 2. Requires somewhat less right of way than a marked bike lane (11' travel plus 5' bike lane) 3. Shared lane markings may be placed just to the right of normal MV travel path, at least 11' from the curb 4. In State-funded highway projects, may require a design exception 	Western portion of Mass Ave, Arlington
Shared Lane Markings (Sharrows)	<ol style="list-style-type: none"> 1. Used where there are moderate-to-high bicycle and motor vehicle traffic volumes sharing the same space 2. If not in a wide curb lane (i.e. <14'), place in the center of the travel lane 3. In State-funded highway projects, may require a design exception 	
No special accommodation	<ol style="list-style-type: none"> 1. Acceptable on local streets where traffic volumes and speeds are both low (< 3000 vehicles per day; < 25 mph) 	

Scope of this Design Guide

This design guide is intended to provide guidance for the Town on simple repaving and restriping projects, where, with the exception of curb extensions at crosswalks, curb lines and drainage are not changed. Therefore, the remainder of this document is focused on bike lanes, rideable shoulders, wide curb lanes and shared lane markings. It is not meant to preclude the consideration of cycle tracks and buffered bike lanes where they would be feasible (typically, on more extensive projects)

Restriping Decision Matrix and Design Guide

While in an ideal world, the Town of Arlington should continue to search for opportunities to develop additional shared-use paths and cycle tracks, realistically, new bicycle facilities are more-likely to include bike lanes, usable shoulders and sharrows. Where possible, the greatest number of users would benefit if space for striped bike lanes can be found on repaved and rebuilt roadways. The reconstruction of Mass Ave in East Arlington is a notable case-in-point of the latter.

Studies have shown that bike lanes encourage some cyclists to ride further from parked cars, can promote a more orderly and predictable traffic flow, signify to drivers that bicycles belong, and encourage potential cyclists to overcome their fears of traffic. Cities throughout the US with robust programs to introduce bike lanes and other infrastructure have seen both significant increases in ridership and reductions in crashes. Additionally, surveys both nationally and locally indicate that bike lanes are popular with both existing cyclists and those wishing to ride more often but are intimidated by traffic conditions. Therefore,



Bike lane along Mass Ave in Cambridge

⁴ <http://www.bicyclinginfo.org/engineering/facilities-widelanes.cfm>

along with other programs and policies to encourage bicycling in Arlington (bike parking, education, enforcement, road maintenance, etc.) the RRWG would like to support and promote the creation of well-designed bike lanes, especially along streets where the politically-charged removal of traffic lanes and/or parking is unnecessary. To implement this policy, the RRWG feels it is important to establish a procedure for evaluating streets and developing recommendations for specific bike lane applications in the Town.

The attached checklists were developed to 1) help DPW determine if bike lanes are the appropriate treatment for any particular street and 2) if so, help determine recommended dimensions for the restriping plan. For the latter, the attached checklist informs the design by adding or subtracting width to minimum travel, bike, and parking lane dimensions in 6" or 12" increments to accommodate vehicle and bike traffic under various contextual conditions.

The Guide acknowledges that bike-lane design need not be characterized as "one size fits all". Although AASHTO, NACTO and MassDOT and others have set standards for minimum and recommended bike-lane widths, the RRWG believes that flexible guidelines for travel-lane, bike-lane, and parking-lane dimensions should consider contextual issues such as typical traffic speed, topography, and adjacent land uses. For example, bike lanes need to offer a greater comfort level for cyclists when traffic is moving at a higher speed or if the street is a busy route for trucks and/or buses. Additionally, safe travel distance from parked cars, i.e. protection from the "door zone," should be flexible and respond to the rate of parking turnover and probability of the opening of the driver's-side door (keeping in mind that cyclists should be aware that motor vehicle doors could unexpectedly open at any time, and should keep a minimum of three feet between themselves and any parked vehicle).

Design of bike lanes should also take into account areas where motor vehicle traffic is likely to cross the painted bike lane line. In these areas, assume the following guidelines:

- Include dashed bike lane lines for a length of 50' on the approach to intersections with cross streets
- Include dashed bike lane lines for a length of 20' on the approach to, and departure from, bus bays
- Bike lane lines (or shoulder edge lines) should not "curl in" towards side streets and driveways. They should be discontinuous across intersections of side streets. At busy intersections, dashed bike lane lines should continue through the intersection to improve bicyclists' navigation and positioning, and to create greater level of awareness for motorists. At intersections where conflict is most acute, consideration for the use of green bike lane markings should be carefully considered as well.

Finally, it is important to note that many final recommendations may not fit within the existing or proposed curb-to-curb width for a particular street. When the recommendation exceeds the curb-to-curb width by 12" or less for the entire street, reduction of either the travel, bike or parking lane should be considered. When it exceeds the curb-to-curb width by more than 12", alternative methods to provide bike access such as shoulder stripes, or a wide outside lane with "sharrows" should be employed.

DRAFT Roadway Restriping Guide to Providing Bicycle Facilities

Arlington BAC/TAC Roadway Restriping Working Group

STREET _____	CURB-TO-CURB WIDTH _____	
	YES	NO
1. Is the roadway part of the designated bike network* in the Town?	<input type="checkbox"/> Go to Question #2-4	<input type="checkbox"/> Bike facility not necessary or appropriate
2. Parking allowed on both sides: is the roadway at least 44' in width	<input type="checkbox"/> Go to Bike Lane Design Guide	<input type="checkbox"/> See Shared Lane Marking Matrix
3. Parking allowed on one side: is the roadway at least 36' in width	<input type="checkbox"/> Go to Bike Lane Design Guide	<input type="checkbox"/> See Shared Lane Marking Matrix
3. Parking prohibited: is the roadway at least 28' in width	<input type="checkbox"/> Go to Bike Lane Design Guide	<input type="checkbox"/> See Shared Lane Marking Matrix

* - network includes: Mass Ave, Park Ave, Summer Street, Lowell Street, Gray Street, Mill Street, Jason Street, Pleasant Street, Mystic Street, Mystic Valley Parkway (DCR), Medford Street, Broadway, Warren Street, Bates Road, River Street and Lake Street

Shared Lane Marking Placement Matrix

Posted or 85 th percentile roadway speed (whichever is lower)	Shared lane marking placement	
	Curb-side travel lane < 13'	curb-side travel lane ≥ 13'
≤ 25 mph without parking	center of travel lane	4'-0" from curb
≤ 25 mph with parking	center of travel lane	11'-0" from curb
26 – 35 mph without parking	4'-0" from curb **	4'-0" from curb
26 – 35 mph with parking	11'-0" from curb **	11'-0" from curb
> 35 mph with or without parking	SLM not appropriate	SLM not appropriate

** - there is a certain trade off that will need to be acknowledged as SLM placement 4' or 11' from the curb within travel lanes <13' will suffer more wear and tear, but very few cyclists should be encouraged to ride in the center of the travel lane when speeds typically exceed 26 mph.

DRAFT Context-sensitive Bike Lane Design Guide

Arlington BAC/TAC Roadway Restriping Working Group

STREET _____ CURB-TO-CURB WIDTH _____

	NO	YES	
TRAVEL LANE _____ →		<input type="checkbox"/> start with: 10'-0"	
Limited* or no bus/truck traffic?	<input type="checkbox"/>	<input type="checkbox"/> no change	
Moderate** bus/truck traffic?	<input type="checkbox"/>	<input type="checkbox"/> add 6"	
Frequent*** bus/truck traffic?	<input type="checkbox"/>	<input type="checkbox"/> add 12"	
- OR -			
Typical traffic speeds <30 mph?	<input type="checkbox"/>	<input type="checkbox"/> no change	
Typical traffic speeds 30-40 mph?	<input type="checkbox"/>	<input type="checkbox"/> add 6"	
Typical traffic speeds >40 mph?	<input type="checkbox"/>	<input type="checkbox"/> add 12"	
SUB-TOTAL		<input type="text"/>	
BIKE LANE _____ →		<input type="checkbox"/> start with: 5'-0"	
Absence of curb-side parking?	<input type="checkbox"/>	<input type="checkbox"/> OK to subtract 6"	
Limited* or no bus/truck traffic?	<input type="checkbox"/>	<input type="checkbox"/> OK to subtract 6"	
Moderate** bus/truck traffic?	<input type="checkbox"/>	<input type="checkbox"/> no change	
Frequent*** bus/truck traffic?	<input type="checkbox"/>	<input type="checkbox"/> add 6"	
Typical traffic speeds <30 mph?	<input type="checkbox"/>	<input type="checkbox"/> no change	
Typical traffic speeds 30-40 mph?	<input type="checkbox"/>	<input type="checkbox"/> no change	
Typical traffic speeds >40 mph?	<input type="checkbox"/>	<input type="checkbox"/> add 6"	
SUB-TOTAL		<input type="text"/>	
PARKING LANE _____ →		<input type="checkbox"/> start with: 7'-6"	
No storefront retail along street?	<input type="checkbox"/>	<input type="checkbox"/> OK to subtract 6"	
Some areas of storefront retail?	<input type="checkbox"/>	<input type="checkbox"/> no change	
Continuous storefront retail?	<input type="checkbox"/>	<input type="checkbox"/> add 6-12" depending on level of turnover	
Significant downhill stretch? (higher cycling speeds when >2%)	<input type="checkbox"/>	<input type="checkbox"/> add 6"	
Significant uphill stretch? (lower cycling speeds when >2%)	<input type="checkbox"/>	<input type="checkbox"/> OK to subtract 6"	
SUB-TOTAL		<input type="text"/>	
		IDEAL TOTAL	<input type="text"/>

* - Limited bus/truck traffic: fewer than 10 buses and trucks in each direction per weekday peak hour

** - Moderate bus/truck traffic: between 10-40 buses and trucks in each direction per weekday peak hour

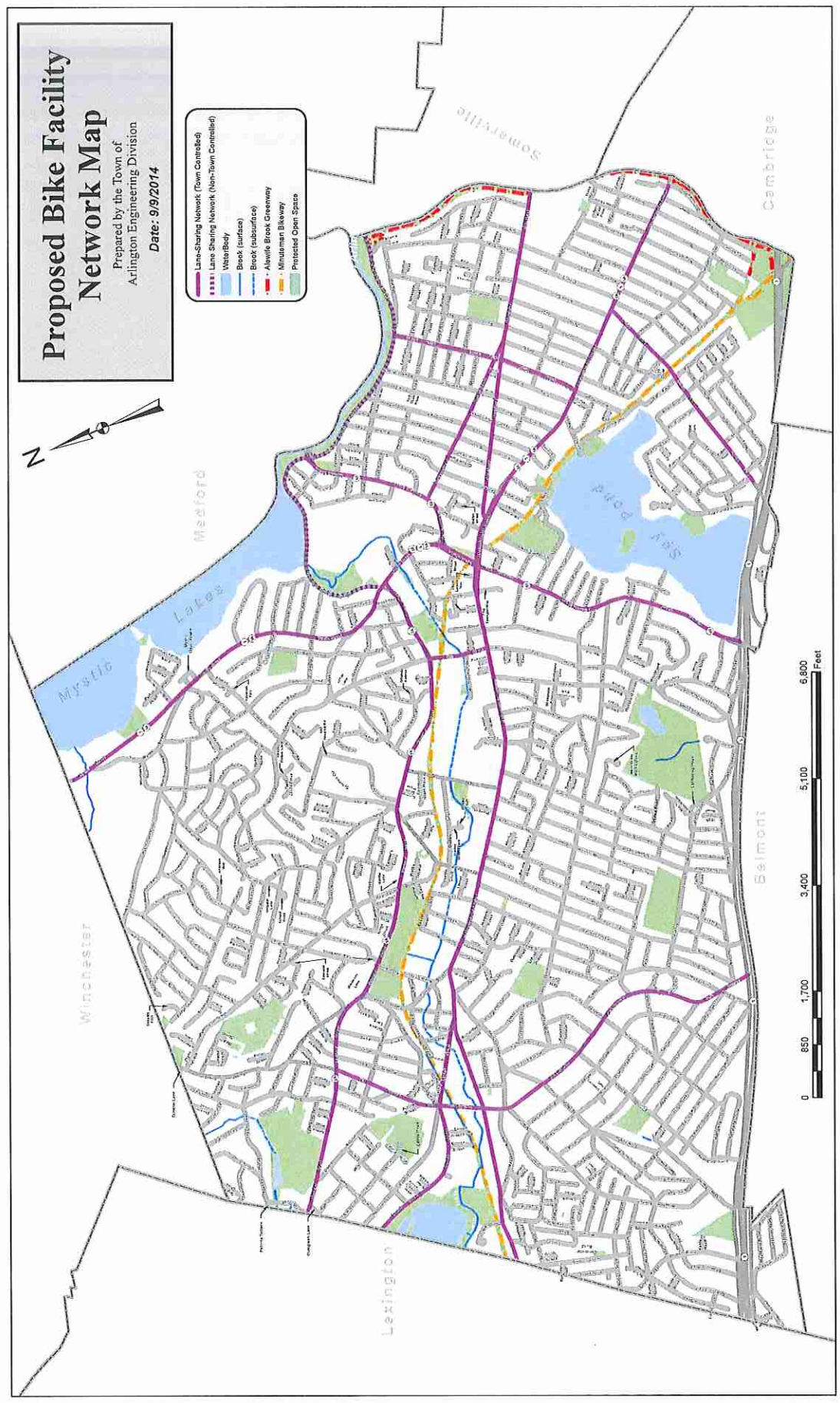
*** - Frequent bus/truck traffic: more than 40 buses and trucks in each direction per weekday peak hour

Proposed Bike Facility Network Map

Prepared by the Town of
Arlington Engineering Division
Date: 9/9/2014



- Lane-Sharing Network (Town Controlled)
- Lane-Sharing Network (Non-Town Controlled)
- Water Body
- Brook (Surface)
- Brook (Subsurface)
- Alewife Brook Greenway
- Minuteman Bikeway
- Protected Open Space



APPENDIX

MUTCD Excerpts¹

These excerpts pertain to shared road accommodation. There are other excerpts, not included here, that pertain to shared-use paths.

For All Situations

Section 9A.02 Standard: The absence of a marked bicycle lane or any of the other traffic control devices discussed in this Chapter on a particular roadway shall not be construed to mean that bicyclists are not permitted to travel on that roadway.

Section 9B.13 Bicycle Signal Actuation Sign (R10-22)

Option: The Bicycle Signal Actuation (R10-22) sign (see Figure 9B-2) may be installed at signalized intersections where markings are used to indicate the location where a bicyclist is to be positioned to actuate the signal (see Section 9C.05).

Guidance: If the Bicycle Signal Actuation sign is installed, it should be placed at the roadside adjacent to the marking to emphasize the connection between the marking and the sign.



Figure 9C-7. Bicycle Detector Pavement Marking



For Bike Lanes

Section 9B.04 Bike Lane Signs and Plaques (R3-17, R3-17aP, R3-17bP)

Standard: The Bike Lane (R3-17) sign and the R3-17aP and R3-17bP plaques (see Figure 9B-2) shall be used only in conjunction with marked bicycle lanes as described in Section 9C.04.

Guidance: If used, Bike Lane signs and plaques should be used in advance of the upstream end of the bicycle lane, at the downstream end of the bicycle lane, and at periodic intervals along the bicycle lane as determined by engineering judgment based on prevailing speed of bicycle and other traffic, block length, distances from adjacent intersections, and other considerations.



Section 9B.05 BEGIN RIGHT TURN LANE YIELD TO BIKES Sign (R4-4)

Option: Where motor vehicles entering an exclusive right-turn lane must weave across bicycle traffic in bicycle lanes, the BEGIN RIGHT TURN LANE YIELD TO BIKES (R4-4) sign (see Figure 9B-2) may be used to inform both the motorist and the bicyclist of this weaving maneuver (see Figures 9C-1, 9C-4, and 9C-5).

Guidance: The R4-4 sign should not be used when bicyclists need to move left because of a right-turn lane drop situation.



Section 9C.04 Markings For Bicycle Lanes

Support: Pavement markings designate that portion of the roadway for preferential use by bicyclists. Markings inform all road users of the restricted nature of the bicycle lane.

Standard: Longitudinal pavement markings shall be used to define bicycle lanes.

Guidance: If used, bicycle lane word, symbol, and/or arrow markings (see Figure 9C-3) should be placed at the beginning of a bicycle lane and at periodic intervals along the bicycle lane based on engineering judgment

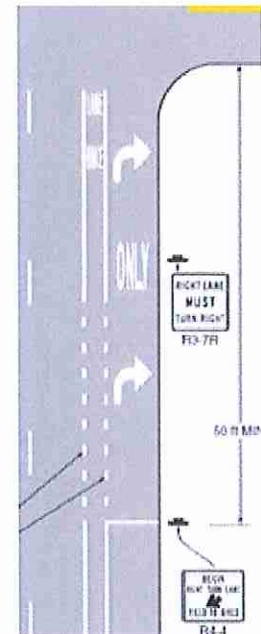
Standard: If the bicycle lane symbol marking is used in conjunction with word or arrow messages, it shall precede them.

Option: If the word, symbol, and/or arrow pavement markings shown in Figure 9C-3 are used, Bike Lane signs (see Section 9B.04) may also be used, but to avoid overuse of the signs not necessarily adjacent to every set of pavement markings.

Standard: A through bicycle lane shall not be positioned to the right of a right turn only lane or to the left of a left turn only lane.

Support: A bicyclist continuing straight through an intersection from the right of a right-turn lane or from the left of a left-turn lane would be inconsistent with normal traffic behavior and would violate the expectations of right- or left-turning motorists.

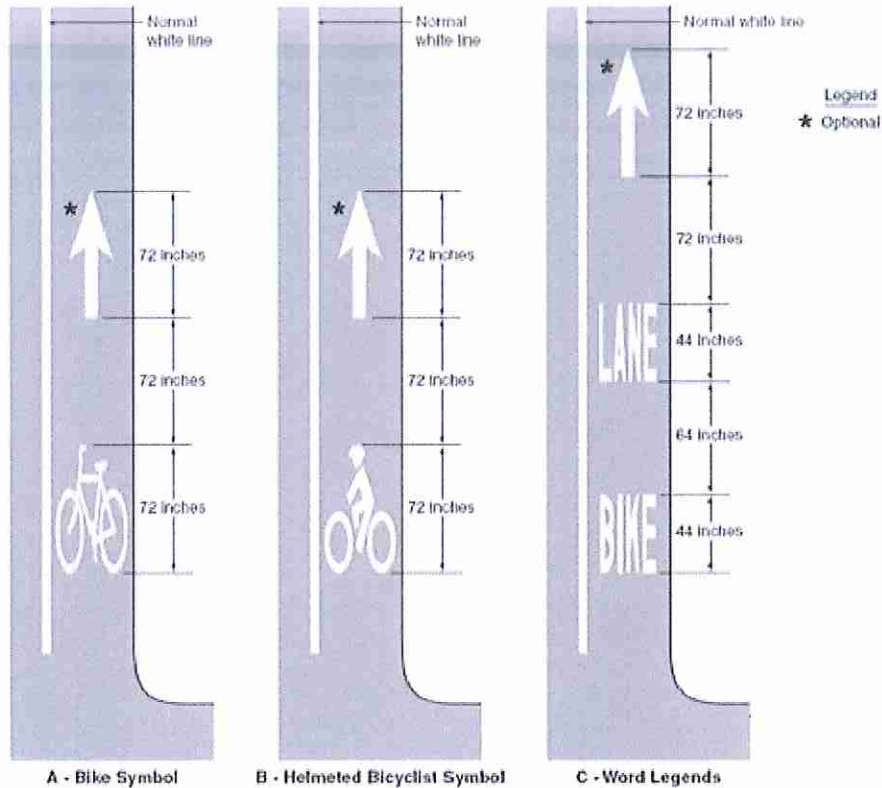
Guidance: When the right through lane is dropped to become a right turn only lane, the bicycle lane markings should stop at least 100 feet before the beginning of the right-turn lane. Through bicycle lane markings should resume to the left of the right turn only lane.



Treatment at Right Turn only lane

¹ From 2009 MUTCD, release 2: <http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/part9.pdf>

Figure 9C-3. Word, Symbol, and Arrow Pavement Markings for Bicycle Lanes



For Shared Lanes

Section 9C.07 Shared Lane Marking

Option: The Shared Lane Marking shown in Figure 9C-9 may be used to:

- A. Assist bicyclists with lateral positioning in a shared lane with on-street parallel parking in order to reduce the chance of a bicyclist's impacting the open door of a parked vehicle,
- B. Assist bicyclists with lateral positioning in lanes that are too narrow for a motor vehicle and a bicycle to travel side by side within the same traffic lane,
- C. Alert road users of the lateral location bicyclists are likely to occupy within the traveled way,
- D. Encourage safe passing of bicyclists by motorists, and
- E. Reduce the incidence of wrong-way bicycling.

Guidance: The Shared Lane Marking should not be placed on roadways that have a speed limit above 35 mph.

Standard: Shared Lane Markings shall not be used on shoulders or in designated bicycle lanes.

Guidance: If used in a shared lane with on-street parallel parking, Shared Lane Markings should be placed so that the centers of the markings are at least 11 feet from the face of the curb, or from the edge of the pavement where there is no curb.

If used on a street without on-street parking that has an outside travel lane that is less than 14 feet wide, the centers of the Shared Lane Markings should be at least 4 feet from the face of the curb, or from the edge of the pavement where there is no curb.

If used, the Shared Lane Marking should be placed immediately after an intersection and spaced at intervals not greater than 250 feet thereafter.

Option: Section 9B.06 describes a Bicycles May Use Full Lane sign that may be used in addition to or instead of the Shared Lane Marking to inform road users that bicyclists might occupy the travel lane.

Section 9B.06 Bicycles May Use Full Lane Sign (R4-11)

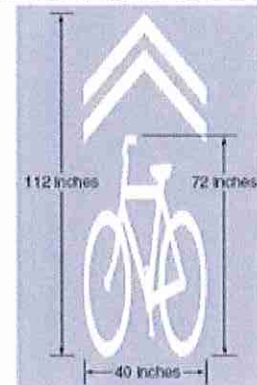
Option: The Bicycles May Use Full Lane (R4-11) sign (see Figure 9B-2) may be used on roadways where no bicycle lanes or adjacent shoulders usable by bicyclists are present and where travel lanes are too narrow for bicyclists and motor vehicles to operate side by side.

The Bicycles May Use Full Lane sign may be used in locations where it is important to inform road users that bicyclists might occupy the travel lane.

Section 9C.07 describes a Shared Lane Marking that may be used in addition to or instead of the Bicycles May Use Full Lane sign to inform road users that bicyclists might occupy the travel lane.

Support: The Uniform Vehicle Code (UVC) defines a "substandard width lane" as a "lane that is too narrow for a bicycle and a vehicle to travel safely side by side within the same lane."

Figure 9C-9. Shared Lane Marking



R4-11

References

<http://nacto.org/cities-for-cycling/design-guide/>

<http://www.bicyclinginfo.org/engineering>

<http://www.mhd.state.ma.us/default.asp?pgid=content/designguide&sid=about>

<http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/part9.pdf>



Town of Arlington, Massachusetts

Update and Proposal: FY2016 Water/Sewer Rates - Seasonal Rates - Water Meter Replacement/Building Inspection Program

Summary:

Adam W. Chapdelaine, Town Manager

Michael Rademacher, Director of Public Works

ATTACHMENTS:

Type	Description
 Reference Material	Memorandum to Board



PUBLIC WORKS DEPARTMENT
TOWN OF ARLINGTON

51 Grove Street, Arlington, Massachusetts 02476
Phone: (781) 316-3108 Fax: (781) 316-3281

Memo to: Adam Chapdelaine, Town Manager
From: Mike Rademacher, DPW Director
Date: June 25, 2015
Subject: FY16 Water/Sewer Billing Recommendations and Program Updates

Adam-

The following are my recommendations for several pending Water/Sewer topics:

FY16 rates; I recommend we do not have a rate increase in FY16 at this time (for the following reasons):

First – our FY15 water sales were greater than estimated. We had planned an FY15 budget on an estimate sale of 1,127,304 CCFs of water. Our projections for FY15 indicate that we will end up selling close to 10% more than planned. These additional sales represent close to \$2,500,000 in additional revenue. Our original estimate for sales was based upon past trends. If usage trends stabilize at this level, we will review future rate setting to ensure they are reflective of actual needs.

Second – the greatest driver of rate impact is attributable to the water and sewer assessment charged to Arlington by the MWRA. In general, the assessment charged to member communities increases between 3.5% and 4.0% annually. For Arlington this can add \$450,000 to \$500,000 to our yearly expenses. Due to the work Arlington has been performing to repair and improve our water and sewer distribution systems, we have been able to minimize our share of the MWRA assessment. As a result, in FY16 we will only realize a 1.2% increase (or \$141,000) in MWRA charges.

Based on the additional revenue realized in FY15 and the stabilization of our MWRA charges for FY16, I do not recommend that we increase rates for FY16.

Sewer Rates based on Seasonal water use:

In 2013, a rate study performed by Woodcock and Associates, recommended that Arlington look to adopt a policy of billing for sewer use based on a customer's winter water use. This was proposed in lieu of allowing second irrigation meters as it was believed this would be a more equitable way to account for water used in the warmer months which may not necessarily end up in the sewer. At the time it was proposed that this billing policy begin in FY16.

Over the past several months, DPW has been determining what level of effort will be needed to address this within the existing billing system we maintain (our ICS system). The effort to reprogram this system will be significant in time and funds. It is also understood that the Town is actively pursuing new billing program which will completely replace the customized system we currently maintain.

Since the billing system is to be replaced in the near future, it does not seem prudent to spend time and money revamping our existing system to allow for the seasonal billing change.

I recommend the following with regard to billing sewer based on seasonal water use;

Include criteria in the search for a new billing system that would allow for the easy implementation of seasonal use billing of sewer. On a parallel track, develop criteria for the potential implementation of allowing second meters for irrigation use (on or about the beginning of FY17).

Under this recommendation, if it appears that a billing system is not available which would allow for the successful implementation of seasonal billing of sewer use, a policy/process of allowing second meters would be available in a timely manner.

Water Meter Replacement and Building Inspection Program:

Over the next few weeks we plan to begin our Town-wide water meter replacement program. We expect this effort to take 18-24 month to complete. As part of this work we will also be inspecting homes for illicit sewer connections (most common being sump pump connections to the sewer system). This work is being required under an Administrative Consent Order issued to Arlington by the Department of Environmental Protection. An outline of the building inspection program is as follows:

- Homeowners with a positive inflow source (sump pump) will be provided with an information package at the conclusion of the inspection. The package will describe how sump pumps impact the sewer collection system and will provide information on the Town's Inflow Source Removal Program including details of a properly redirected sump pump.
- At the conclusion of all building inspections, properties with a positive source will be notified and provided a time-table for removal of the source. Properties that do not comply will be assessed a fee to cover the cost of treating the water being discharged by the illegal connection. Inflow source removal will be paid by the property owner.
- Properties that did not participate in the water meter replacement program or did not have a building inspection will be notified and provided a time-table for completing a building inspection and removing any illegal inflow sources. Properties that do not comply will be assessed a fee to cover the cost of treating any water being discharged by potentially illegal connections.
- A waiver period will likely be built into the program. There is potential that in some cases, the cost to redirect the sump pump away from the sewer may be cost prohibitive. Case by case exceptions may be made although a continued fee may be required to cover the cost of the additional flow being discharged to the sewer.



Town of Arlington, Massachusetts

Approval: Comptroller Contract

Summary:

Kevin F. Greeley, Chair

ATTACHMENTS:

Type	Description
 Document for Approval	Proposed Comptroller Contract

EMPLOYMENT AGREEMENT

BY AND BETWEEN

THE TOWN OF ARLINGTON

BOARD OF SELECTMEN

AND

RICHARD VISCAY

JUNE 2015

This Employment Agreement (hereinafter referred to as “this “AGREEMENT”) is made between the Town of Arlington (hereinafter “Town”), acting through the Board of Selectmen, and Richard Viscay (hereinafter “Mr. Viscay”) and pursuant to the provisions of Chapter 41 Section 108N of the Massachusetts General Laws.

1. EMPLOYMENT. The Town agrees to employ Mr. Viscay as the Comptroller for the Town of Arlington and Mr. Viscay agrees to accept such employment on the terms and conditions contained in this AGREEMENT.
2. TERM OF EMPLOYMENT. The term of this agreement shall be for three consecutive (3) years, commencing on August 15, 2015, and concluding on July 31, 2018. The expiration date shall automatically extend for one year, to July 31, 2019, unless written notification of intention on non-renewal is received on or before January 31, 2018. Additionally the expiration date shall automatically extend for an additional year to July 31, 2020, unless written notification of intention on non-renewal is received before January 31, 2019. Mr. Viscay’s appointment shall be subject to renewal at the Board of Selectmen’s sole discretion.
3. DUTIES AND RESPONSIBILITIES. Mr. Viscay agrees to devote his full time and attention to the performance of his duties as Comptroller for the Town and he shall perform all the duties and responsibilities of the Comptroller, including those required by the General Laws of Massachusetts and the Town of Arlington’s By-laws, proficiently and to the satisfaction of the Board of Selectmen, including those duties and responsibilities outlined in the job description for Comptroller as such may be amended from time to time, and other duties and responsibilities as directed by the Board of Selectmen.

In his capacity as Comptroller Mr. Viscay shall also serve as Secretary Ex-Officio of the Arlington Retirement Board, fulfilling all appropriate duties related to such position, and shall receive a stipend for the fulfillment of such duties.

Mr. Viscay understands and agrees that while much of his work will be performed during regular business hours, the responsibilities and duties of the Comptroller also include work during evening hours and on weekends.

4. SALARY AND RETIREMENT BOARD STIPEND. The Town shall pay Mr. Viscay a salary of one-hundred twenty-two thousand dollars (\$122,000.00) for a full 12-month period of work commencing with the first day of Mr. Viscay's employment with the Town. On his one-year anniversary his salary shall be increased to one-hundred twenty-six thousand four-hundred and eighty dollars (\$126,480.00). On his two-year anniversary his salary shall be increased to one-hundred thirty-one thousand and fifty dollars (\$131,050). The Town shall also pay Mr. Viscay an annual stipend of Four Thousand Five Hundred dollars (\$4,500.00) for his work as Secretary Ex-Officio of the Arlington Retirement Board. Such salary and stipend shall be paid in equal installments in accordance with the procedures governing the Town's Classification and Compensation Plan and payment of other department heads in the Town. Such salary and stipend shall be prorated for work of less than a full 12-month period and shall be subject to deductions for state and federal taxes and other withholdings required by law or authorized by Mr. Viscay. Mr. Viscay understands and agrees that the position of Comptroller is exempt from overtime under the Fair Labor Standards Act ("FLSA") and state law. Therefore, Mr. Viscay is not eligible for overtime pay and is not entitled to accrue compensatory time in lieu of overtime pay.
5. DEFERRED COMPENSATION. The Town agrees to execute the necessary agreement(s) provided by the International City Management Association Retirement Corporation ("ICMA-RC") for Mr. Viscay's participation in the ICMA-RC 401(a) retirement plan. Effective August 1, 2015 and provided that Mr. Viscay has not received a negative performance evaluation, the Town will pay six-thousand dollars (\$6,000) annually through equal installments as outlined in paragraph #4 into the ICMA-RC on behalf of Mr. Viscay. The Town agrees to transfer ownership of Mr. Viscay's balance under the ICMA-RC plan to Mr. Viscay's successor employer upon Mr. Viscay's separation from employment with the Town of Arlington and after receiving written notice to do so from Mr. Viscay.
6. PROBATIONARY PERIOD. Mr. Viscay shall be a probationary employee for a period of six (6) months from the date he commences employment with the Town.

7. PERFORMANCE EVALUATION. In consultation with Mr. Viscay, the Board shall evaluate Mr. Viscay's performance at least once per Contract Year.
8. TERMINATION AND SEVERANCE. In accordance with Section 4 of the Town Manager Act of the Town of Arlington, the Board of Selectmen shall have the right at any time to remove Mr. Viscay from the position of Comptroller and terminate Mr. Viscay's employment with the Town and this AGREEMENT by giving Mr. Viscay twenty (20) working days' notice in writing setting forth the cause for such removal. Should the Board terminate Mr. Viscay's employment without cause he shall be entitled to payment equal to three (3) months base salary (excluding deferred compensation). Mr. Viscay shall also be compensated for all earned and unused vacation leave at the time of his termination. In the event Mr. Viscay wishes to terminate this AGREEMENT and his employment with the Town, he shall give the Board of Selectmen twenty (20) working days' written notice. For purposes of notice pursuant to this section #7, "working days" shall include all Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays, but shall exclude all legal holidays. The provisions of this paragraph #7 shall survive the termination of this Agreement.
9. FRINGE BENEFITS AND LEAVE ENTITLEMENT. Except where this Agreement provides otherwise, Mr. Viscay shall be eligible for other benefits under Town By-Laws, as such may be amended from time to time, for management/non-bargaining unit employees including but not limited to personal days.
 - a. Sick Leave – Upon employment Mr. Viscay shall be credited with thirty (30) days of sick leave. Mr. Viscay shall not start accruing the additional 1.25 sick days per month until his one-year anniversary on August 1, 2016. There shall be no buy back of accrued unused sick leave.
 - b. Vacation Leave – Upon employment Mr. Viscay shall be credited with ten (10) days of vacation leave. On January 1, 2016 Mr. Viscay shall be awarded twenty-five (25) days of vacation. Mr. Viscay shall be allowed to carry over vacation time from one year to the next; carried over vacation time shall be use or lose by April 30th, consistent with town bylaw.
10. PROFESSIONAL DEVELOPMENT. The Town and Mr. Viscay recognize the important of professional development for the Town Comptroller while being cognizant of budget constraints. Therefore the Board agrees to pay for the reasonable and necessary costs associated with the dues, registration and travel for Mr. Viscay to attend Massachusetts Government Finance Officers Association meetings. The Board may approve additional professional development activities for Mr. Viscay, such as programs, seminars, course, and/or conferences, which Mr. Viscay may from time to time propose,

and the Board may pay for the reasonable and necessary costs associated with Mr. Viscay's attendance and travel to such approved activities.

11. NOTICES. All notices required or desired to be given under this AGREEMENT will be deemed to be served if in writing and delivered by in-hand delivery or sent by certified mail. Notices to Mr. Viscay that are sent by certified mail shall be sent to Mr. Viscay's residence on record in the Town's Human Resources Department. Notices to the Board of Selectmen that are sent by certified mail shall be addressed to the Office of the Board of Selectmen in the Arlington Town Hall.
12. ENTIRE AGREEMENT. This AGREEMENT contains the entire agreement between the Town and Mr. Viscay and there have been no inducements, promises, terms, conditions, or obligations, written or oral, made or entered into by either party other than those set forth in this AGREEMENT. No modification of this AGREEMENT shall be effective unless and until it is in writing and signed by Mr. Viscay and the Board of Selectmen.
13. TOWN MANAGER ACT. If any term(s) or provision(s) of this AGREEMENT are inconsistent with or conflict with any term(s) or provision(s) in the Town Manager Act of the Town of Arlington ("Town Manager Act"), the Town Manager Act shall be controlling, and the term(s) and/or provision(s) in this AGREEMENT that are inconsistent with or conflict with the Town Manager Act shall have no force and effect.
14. SEVERABILITY. If any term(s) or provision(s) of this AGREEMENT are held to be invalid or unenforceable by a court of competent jurisdiction, the validity and enforceability of the remaining terms and provisions shall not be affected, and such invalid and/or unenforceable term(s) and/or provision(s) shall be modified to the extent necessary to make it or them enforceable.
15. GOVERNING LAW. This AGREEMENT shall be interpreted, enforced, governed and construed under and in accordance with the laws of the Commonwealth of Massachusetts.
16. COUNTERPARTS. This AGREEMENT shall be executed in two counterparts, each of which shall be deemed to be an original, and both of which taken together shall be deemed to be one and the same instrument.

The signatures below indicate agreement to all of the terms and provisions in this Employment Agreement. Agreed to by the Town and Mr. Viscay on the date(s) indicated below.

For the Town of Arlington by its Board of Selectmen

Kevin F. Greeley, Chair

Date

Diane M. Mahon, Vice Chair

Date

Daniel J. Dunn

Date

Steven M. Byrne

Date

Joseph A. Curro

Date

Richard Viscay

Date

Approved as to form:

Douglas Heim, Town Counsel



Town of Arlington, Massachusetts

Approval: Suspension of Meters in Municipal Lots

Summary:

Steven M. Byrne, Selectman



Town of Arlington, Massachusetts

For Approval: Intermunicipal Agreement - Winchester - Veterans Service District

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

Type	Description
 Document for Approval	IMA For Approval

**2015 INTERMUNICIPAL VETERANS' SERVICE OFFICER AGREEMENT
BETWEEN THE TOWN OF ARLINGTON AND THE TOWN OF WINCHESTER**

WHEREAS, the Town of Arlington ("Arlington") and the Town of Winchester ("Winchester") possess mutual interest in enhancing their respective local veterans' services through coordinated administration of local veterans' resources; and

WHEREAS, Arlington and Winchester are mutually agreeable and desirous of exploring the potential for the creation of a Veterans Service District; and

WHEREAS, the Massachusetts Department of Veterans' Service has approved a joint proposal by Arlington and Winchester to have Arlington's Veterans' Service Officer ("VSO") coordinate veterans' services in both communities for a trial period;

THEREFORE, said respective Towns enter into this Agreement in accordance with the M.G.L. c. 40 §4A as follows:

- A. The Town of Arlington, through its Veterans' Service Officer ("VSO"), shall provide coverage for M.G.L. c. 115 veterans' services, as well as other veterans resources under local, state, and federal programs for the Town of Winchester coordinated in conjunction with a part-time VSO from Winchester for the period of July 1, 2015 through December 31, 2015.
- B. In such a capacity, Arlington's VSO shall coordinate and conduct appointments through the Arlington VSO Office in Arlington Town Hall, but in the event that a veteran or their dependent is unable to travel to Arlington, the VSO shall travel to Winchester to serve any such veterans by appointment as necessary and appropriate.
- C. Arlington's VSO will evaluate Winchester veteran applicants for c. 115 benefits eligibility and file paperwork accordingly with the Department of Veterans' Services (DVS) for approval and reimbursement. On a monthly basis, Arlington's VSO will transmit benefits payment statements to Winchester officials and/or personnel for processing and payment to eligible Winchester veterans. The Arlington VSO, per DVS guidelines, will be

responsible to “Close-out” and verify expenditures for Winchester and will submit these reports to the Winchester Treasurer for certification with DVS.

- D. In exchange, for the foregoing services by Arlington’s VSO, Winchester shall compensate Arrington at a rate of Fifty (\$50.00) Dollars per hour for an estimated weekly cost of Two Hundred (\$200.00) Dollars based upon an estimated four (4) hours of work per week fielding calls and taking meetings with Winchester Veterans throughout the term of this Agreement for a total cost not to exceed Five Thousand Four Hundred (\$5,400) Dollars, subject to the availability of funds.
- E. The weekly hours of service provided by Arlington’s VSO, as well as the compensation for such services may be amended by mutual letter of agreement and appropriate authorization by the municipalities.
- F. On or about December 1, 2015, the municipalities shall conduct a 30-day audit and review of the benefits and services of the foregoing arrangements for the propose of considering initiating the process for establishing a formal Veterans’ Service District between the municipalities as provided by c. 115 and 108 CMR 12.02(1).

For the Town of Winchester
By its Town Manager,

For the Town of Arlington
By its Town Manager,

Richard Howard

Adam W. Chapdelaine

Date:

Date:

As authorized by the Winchester
Board of Selectmen on:

As authorized by the Arlington
Board of Selectmen on:



Town of Arlington, Massachusetts

Discussion: Future BoS Meetings

ATTACHMENTS:

Type	Description
 Reference Material	September - December Calendar

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 LABOR DAY	8	9	10	11 TOWN NIGHT	12 TOWN DAY
13	14 ROSH HASHANAH	15	16	17	18	19
20	21	22	23 YOM KIPPUR	24	25	26
27	28	29	30			

2015

October

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				1	2	3
4	5	6	7	8	9	10
11	12 COLUMBUS DAY	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 HAPPY HALLOWEEN

2015

November

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3	4	5	6	7
8	9	10	11 VETERAN'S DAY	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 THANKSGIVING DAY	27 TOWN HALL CLOSED	28
29	30					

2015

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		1	2	3	4	5
6	7 HAPPY HANUKKAH	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 MERRY CHRISTMAS	26
27	28	29	30	31 NEW YEAR'S EVE		

2015



Town of Arlington, Massachusetts

For Discussion and Approval: Minuteman School Building Statement

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

Type	Description
📎 Document for Approval	Board Vote
📎 Reference Material	Memo from 2012
📎 Reference Material	Minuteman High School M.Valente letter

In light of recent public comments by the Superintendent of the Minuteman Regional Vocational Technical High School District regarding the initiation of a district wide ballot initiative to support a school building project, the Arlington Board of Selectmen hereby adopts the following position statement:

- 1) The Arlington Board of Selectmen has long supported vocational and technical academic opportunities in partnership with the Minuteman School District.
- 2) Representatives of Arlington's Board of Selectmen, Finance Committee and other Town officials have worked tirelessly for the past several years to revise the regional agreement to allow for a collaborative approach to approving a school building project, including assisting in the development of a proposed revised agreement, which was approved by the 2014 Arlington Town Meeting, as well as 9 other Minuteman member communities
- 3) These Representatives remain committed to a collaborative process focused on a revised agreement that will augment district sustainability and equity.
- 4) Based upon this, the Arlington Board of Selectmen is steadfastly opposed to the Minuteman School Committee pursuing the initiation of the district wide ballot initiative regarding the proposed school building project. Pursuing such a path is not compatible with a collaborative process and undermines trust between Town leadership and the leadership of the regional school district.
- 5) The Arlington Board of Selectmen does not believe that an adequate analysis and resulting methodology has been offered to support the 628 student school enrollment figure the Minuteman School Committee has approved for submission to the Massachusetts School Building Authority ("MSBA").
- 6) The Arlington Board of Selectmen does not currently support the proposed building project as the conditions outlined by both the Board and the Finance Committee in 2012 have not been met. These conditions are as follows:
 - Amend the MSBA statute to allow for a greater reimbursement for the Minuteman project. This may come in the form of a change in the formula that recognizes the higher costs of building a vocational school, a change in the formula that recognizes the demographics of all enrollees in the school, not just the member town enrollees, or a change that allows for 100% capital reimbursement for non-member students. Arlington is also interested in the possibility of a non-MSBA state appropriation that could be directed to the project.
 - Make the following changes to the regional agreement:
 - A. Adopt a Capital Apportionment Model that provides a fair share of the project be paid by Arlington. That model might include a common share, wealth factors described in the DESE "Combined Effort", and enrollment; use of other funding sources; or other creative solutions.
 - B. Adoption/Voting Formula – A change to the regional agreement that would require Minuteman's annual operating budget to be approved by 11 town legislative bodies that represent at least two-thirds of the in-district enrollment.
 - C. Exit Provision – A change to the regional agreement that would allow for member communities to exit the district without unanimous consent of all member communities. This proposed provision would require any member community interested in exiting to pay capital costs for a pre-determined amount of time after their exit.



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov**

Memorandum

To: Town Managers/Administrators in Minuteman Regional School District

From: Adam W. Chapdelaine, Arlington Town Manager

Re: Arlington Position on Minuteman School Building Project

Date: September 6, 2012

In an effort to communicate Arlington's position on the Minuteman School building project, I would like to provide the following information to the Town Managers/Administrators in the Minuteman Regional School District prior to our meeting on September 10th.

The Arlington Board of Selectmen and Finance Committee have taken the position that the Minuteman School Building Committee should complete the work as defined in Modules 3 and 4, Feasibility Study and Schematic Design, of the school rebuild/renovation project. This work will provide needed details on the scope and cost of any proposed project.

The Board of Selectmen and Finance Committee have also recognized that no movement on any subsequent Warrant Article in any member town can be made until such time the Final Schematic Design is determined. Arlington's position has been that the feasibility Study must go forward at this time to understand the financial impact of a potential project on Arlington and other member towns in the district.

However, The Board of Selectmen and Finance Committee of Arlington have taken the position that they will not support the Minuteman Regional District moving into Module 5 as described in the MSBA Process, unless revisions to the district agreement have been adopted by the region and funding issues have been resolved. Specifically, Arlington will not support the project moving forward beyond Module 4 without action on the following items:

- 1) Amend the MSBA statute to allow for a greater reimbursement for the Minuteman project. This may come in the form of a change in the formula that recognizes the higher costs of building a vocational school, a change in the formula that recognizes the demographics of all enrollees in the school, not just the member town enrollees, or a change that allows for 100% capital reimbursement for non-member students. Arlington is also interested in the possibility of a non-MSBA state appropriation that could be directed to the project.

2) Make the following changes to the regional agreement:

- a. Adopt a Capital Apportionment Model that provides a fair share of the project be paid by Arlington. That model might include a common share, wealth factors described in the DESE “Combined Effort”, and enrollment; use of other funding sources; or other creative solutions.
- b. Adoption/Voting Formula – A change to the regional agreement that would require Minuteman’s annual operating budget to be approved by 11 town legislative bodies that represent at least two-thirds of the in-district enrollment.
- c. Exit Provision – A change to the regional agreement that would allow for member communities to exit the district without unanimous consent of all member communities. This proposed provision would require any member community interested in exiting to pay capital costs for a pre-determined amount of time after their exit.

Arlington is committed to working with the member communities to make this project successful. We also acknowledge all of the effort that has already been put forth by the Regional Agreement Task Force, the Town Manager/Administrator group, the Superintendent and the School Committee.

I look forward to our discussion on September 10th.



Town of Arlington, Massachusetts

For Approval: FY2015 End of Year Interdepartmental Transfers

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

Type	Description
 Document for Approval	EOY Transfers



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

TO: Board of Selectmen

FROM: Adam Chapdelaine, Town Manager

CC: Andrew Flanagan, Deputy Town Manager
Cindy Fields, Acting Comptroller

DATE: June 29, 2015

RE: End of Year Transfers

Attached for your review and requested approval are a list of end of year transfer requests. The Finance Committee approved the attached transfers on June 17th.

The following is a summary of transfer requests:

DPW – Snow & Ice

A challenging 2014-2015 winter resulted in a \$1,497,399 deficit in the snow & ice account. \$500,000 will be raised on the FY 2016 tax rate. The recommendation to reconcile the balance of the deficit is to use \$562,000 from the Reserve Fund and \$388,000 from the Group Health budget for a total transfer of \$950,000. The Finance Committee authorized the Town to deficit spend a total of \$1,450,000, therefore the balance of \$47,399 will be absorbed by the DPW General Fund budget. It should be noted that funds are available in the Group Health budget as a result of plan migration. The projected surplus available for transfer in the Group Health budget represents 2.85% of the original appropriation.

Fire Department

The Fire Department had a total of eight retirement/resignation buyouts in FY 2015. The total expenditure was \$214,265. The Fire Chief is requesting \$120,000 to offset this unbudgeted expenditure, the balance will be funded from the Fire Department's original appropriation. The recommendation is that this be funded with \$60,000 from the Reserve Fund, \$30,000 from the Library salary budget and \$30,000 from the Board of Assessor's salary budget. Funds are available as a result of extended vacancy in both director positions.

Comptroller

The retirement buyout of the Comptroller is approximately \$69,908. The recommendation is to transfer \$8,091 from the Deferred Compensation Fund and subsequently fund the balance with a transfer of \$16,000 from the Reserve Fund, \$5,817 from the Library salary budget, \$35,000 from the Comptroller expense budget and charge \$5,000 directly to the Comptroller salary budget.

Health & Human Services

The retirement buyout of the former Public Health Nurse in addition to the impending maternity leave of the Director and the subsequent out of grade compensation for the Acting Director has resulted in a projected deficit of \$5,450. The recommendation is to fund this from obligation from the Reserve Fund.

Treasurer

The Treasurer is requesting \$28,500 to fund unanticipated expenses associated with legal expenses and overtime costs. The recommendation is to fund \$20,500 from the Reserve Fund. Additionally, the Treasurer is requesting that \$1,000 be transferred from the Parking budget and \$7,000 from the Postage budget to fully offset these expenses.

Information Technology

The IT Department is requesting \$20,000 to offset unanticipated expenses associated primarily with the replacement of the air conditioner in the server room, the implementation of the CPA tax and the full implementation of the Town's new website. The recommendation is to fund the full request from the Reserve Fund.

Recreation

The Recreation Department is requesting \$11,564 for the unanticipated resignation of the Assistant Director who took employment with another community. Budgeted revenues for this Enterprise Fund did not take into account this expense. The recommendation is to fund the full request from the Reserve Fund.

Registrars

The Town Clerk is requesting a transfer of \$2,700 to fund an unbudgeted step increase for an office employee. The recommendation is to fund this from the Gibbs salary budget which has a surplus in the overtime account.

Department of Public Works – Traffic Signals

The DPW is requesting that \$50,000 be transferred to the Traffic Signal budget due to an emergency replacement of the system at the intersection of Massachusetts Avenue and Route 60. The recommendation is to transfer the full \$50,000 from the Library expense budget which is available due the savings associated with energy efficiency upgrades that were implemented over the past year.

Board of Selectmen

The Board of Selectmen are requesting that \$4,087 be transferred from Election expenses to Election salaries to offset unanticipated expenses associated with support from other departments; including DPW, Police and Building Maintenance.

Police

The Police Department is requesting a \$40,000 transfer to the Police salary budget due to an unbudgeted expense of \$120,000 associated with retirement buyouts. The recommendation is to transfer \$40,000 from Police expenses.

Town Manager

The Town Manager is requesting that \$25,612 be transferred from the Group Health budget to the Town Manager expense budget in order to pay the tuition associated with having two Arlington residents enrolled at the Essex North Shore Agricultural & Technical School. The Town was unaware of this during FY 2015 budget development.

Attached are supporting memoranda, an accounting of all transfer activity associated with the Reserve Fund and the financing plan for the Snow & Ice deficit.

FY 2015 End of Year Transfer Requests


Department	Amount Required		Transfer Source										
	Expense	Salaries	Group Health	Library Salaries	Assessor Salaries	Comptroller Expenses	Parking Expenses	Postage Expenses	Gibbs Salaries	Library Expenses	Police Expenses	Election Expenses	Reserve Fund
DPW - Snow & Ice	\$950,000		\$388,000										\$562,000
Fire Department		\$120,000		\$30,000	\$30,000								\$60,000
Comptroller		\$56,000		\$5,000		\$35,000							\$16,000
Health & Human Services		\$5,450											\$5,450
Treasurer	\$18,500	\$10,000					\$1,000	\$7,000					\$20,500
Information Technology	\$20,000												\$20,000
Recreation		\$11,564											\$11,564
Registrars		\$2,700							\$2,700				
DPW - Traffic Signals	\$50,000									\$50,000			
Board of Selectmen/Elections		\$4,087										\$4,087	
Police		\$40,000									\$40,000		
Town Manager	\$25,612		\$25,612										
Total	\$1,064,112	\$249,801	\$413,612	\$35,000	\$30,000	\$35,000	\$1,000	\$7,000	\$2,700	\$50,000	\$40,000	\$4,087	\$695,514



Arlington Fire Department Town of Arlington

Administrative Office
112 Mystic Street, Arlington, MA 02474
Phone: (781) 316-3801 Fax: (781) 316-3919
Email: rjefferson@town.arlington.ma.us

Robert J. Jefferson
Fire Chief

Memo to: Andrew Flanagan, Deputy Town Manager
From: Robert J. Jefferson, Fire Chief 
Date: June 8, 2015
Subject: Anticipated Fire budget shortfall

In response to your e-mail I submit the following information for your review. I have provided back up for the projections and for any line items or salaries that may be over spent.

EXPENSES

The Fire Department expense budget should be able to finish the fiscal year in budget. Although some of the line item budgets are running a deficit, the balance in the other line items should be available to cover the shortfalls. I would like to make you aware that the hospital/medical budget # 5257 will be approximately \$40,000 underfunded. Surplus dollars in the gasoline budget #5213 of \$10,500, the electricity budget # 5211 of \$12,000, and the natural gas budget # 5214 of \$11,000 should offset some of the deficit. I would request that no transfers be done to the expense budget at this time.

PERSONNEL

Projected salaries are anticipated to be short approximately \$120,000.
See attached spreadsheet.

The main reason is approximately \$214,000. in unfunded buyouts due to 6 retirees and 2 resignations. Of these 8 buyouts, one of them is retiring next week and his buyout is only partial for this FY. The remaining \$47,000 of his buyout will be paid after July 1. That makes it a total of \$261,000 for these 8 buyouts. These buyouts are not budgeted and put a strain on the bottom line and maintaining manning. (see attached spreadsheet).

Although this is an area of concern, the Town has taken steps to control these expenses. Out of the current 75 fire personnel there are only 3 left that will receive the 7% buyout from July of 1984 and 1991. There are only 16 who will receive the 2% buyout from July 1991. The other 44 firefighters and all future hires receive no deferred buyout. The Town has also taken steps to reduce sick leave buyback. All hires after July 1, 1997 are capped at a maximum of 150 days buyback. That translates into 39 firefighters who are currently under the cap. (see spreadsheets for both)

The budget and overtime cost is greatly influenced by sick leave and injured leave. I feel that although this does contribute, the Fire Department record in this area is improving greatly and is not a major problem for the Town. The overtime budget was also affected by a total of 7 vacancies from last July through January until we hired and trained new personnel.

Examples included in those documented sick leave were:

- A firefighter out from January 2015 thru June 2015 with an elbow injury. This firefighter has recently retired.
- A firefighter out April 2014 thru February 2015 with an ankle injury.
- There were also three other firefighters, each out in excess of 10 shifts (24 hour shifts), due to documented sick leave.

Injured leave is also a factor but we are making every effort to limit this when possible. If members are permanently disabled we are expediting the process of pushing them thru the retirement system when needed. We are actively using our light duty provision in the contract to bring people back to work in some capacity to be useful working members of the department. Small steps like these limit people from being on injured leave.

Examples included in those documented injured leave were:

- A Lieutenant out January 2014, – Mid November 2014- knee surgery - retired
- A Firefighter out December 2013 - April 2015 – back injury - retired
- A Firefighter out January 2015 – present – shoulder surgery

Lastly, I would like to mention that due to the severe winter and the need for adequate staffing during and after the storms we expended almost \$20,000 in overtime directly related to the winter conditions. We hope to recover this from FEMA through federal reimbursement. We also expended an additional \$5,000 in overtime directly resulted to the Brookside Condo Fire.

Based on these projections I request that there be a transfer of \$120,000 into my personnel budget.

Please contact me with any questions or concerns. Thank you.

Fire Salaries

6/8/2015 1.1 pp remaining

76 ff's Projections:

Pay Periods @
5 Deputy's
7 Captains
1vac 14 Lt's
1vac 49 FF's

		0.00	
2/1/2015		185,133.76	0.00
6/7/2015	1.1	183,222.97	201,545.27
		15,000.00	0.00
Overtime		17,500.00	0.00
	1.1	19,500.00	21,450.00
W/e Earnings		1,575.00	0.00
	1.1	1,575.00	1,732.50

months		1,500.00	0.00
EMT MAY			
sub total:			224,727.77

Total: 224,727.77
Balance in Munis Fire 125,565.00 after check on 6/12/15

-99,062.77

Retirees 7,760.35 estimate

EPD's	April		
FIRE ADMIN	2.2	5965.83	13,124.83
Messina	2.2	28.74	63.23

Total -120,011.17
Detail money \$0.00

Total: -120,011.17 estimate

6/7/2015	FY:15			
5 Deputy's	3,471.09	17,355.45		Outstanding
7 Captains	3,021.26	21,148.82		
15 Lieuten:	2,630.11	39,451.65		
2 vac	41 max	2,270.45	90,818.00	
	mid	2,166.72		
11/23/2014	2 min	2,064.15	4,128.30	
2/1/2015	5min	2,064.15	10,320.75	
75 ff's	Total:		183,222.97	

SNOW

17,678.65 Fire
2212.15 support
19,890.80

Shortages

Total: 0.00

PAID

Lt. Gary Mello	\$45,798.48	paid
Deputy Gary Stratto	52,389.90	paid
Shelley Terrizzi	11,797.64	paid
Paul Brooks	54,760.39	paid
Thomas Sheehan	13,824.45	paid
Paul Moniz	16,085.69	paid
Brendan Gormely	11,848.53	paid
sub total	206,505.08	

ESTIMATES

July

Robert Morse	7,760.35 est.	47,106.00
sub - Total:	\$7,760.35	

Total
Shortage

\$214,265.43



Town of Arlington
Department of Health and Human Services
Office of the Board of Health
27 Maple Street
Arlington, MA 02476

Tel: (781) 316-3170
Fax: (781) 316-3175

MEMORANDUM

TO: Andrew Flanagan, Deputy Town Manager

FROM: Christine Bongiorno, Director of Health and Human Services

DATE: June 11, 2015

RE: Reserve Fund Request FY15

Below is a request to cover the deficit in the Board of Health budget as a result of an employee buyout and another employee working out of grade:

Division	Account	Reason	Amount
Board of Health	0151281-5100	To cover buy-out and employee working out of grade	\$5.450



Office of the Treasurer & Collector of Taxes

**Town of Arlington, Massachusetts
730 Massachusetts Avenue
Arlington, MA 02476**

**Telephone Number: 781-316-3031
Facsimile Telephone: 781-316-3039**

**Stephen J. Gilligan
Treasurer & Collector of Taxes**

MEMORANDUM

To: Allan Tosti, Chairman - Finance Committee
From: Stephen J. Gilligan, Treasurer & Collector of Taxes *Stephen J. Gilligan*
Date: June 10, 2015
Re: Request - Transfer and Request Of Funds for Treasurer's Budget.

This memorandum requests authorization for transfer of funds from the Treasurer's FY2015 Parking Budget, Treasurer's FY2015 Postage Budget and the FY2015 Treasurer's Budget. Specifically the transfer request is:

From:

Parking Budget-Expense - Line Item No.:	0100-0119782-5228	\$ 1,000.00
Postage Budget-Expense - Line Item No.:	0100-0114082-5203	\$ 7,000.00

To:

Treasurer Budget - Legal Expense - Line Item No.:	0100-0113882-5244	\$ 8,000.00
---	-------------------	-------------

Purpose: Legal Expense for FY2015 from increased tax title, foreclosure, and land court costs. These efforts resulted in over \$400,000 from delinquent tax accounts to be collected. The requested amount is to cover paid invoices.

In addition, we also request authorization for funds from the Reserve Fund to the Treasurer's FY2015 Budget. Specifically the request is:

From:

Reserve Fund	\$ 20,500.00
--------------	--------------

To:

Treasurer Budget - Legal Expense - Line Item No.:	0100-0113882-5244	\$ 10,500.00
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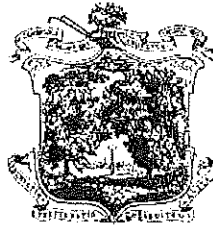
Purpose: Legal Expense for FY2015 from increased tax title, foreclosure, and land court costs.

To:

Treasurer Budget-Overtime - Line Item No.:	0100-0113881-5103	\$10,000.00
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Purpose: Overtime resulting from Treasurer's tax title and foreclosure efforts and Town's conversion to quarterly Water/Sewer billing.

Thank you.



*Town of Arlington, Massachusetts
& Arlington Public Schools
869 Massachusetts Avenue
Arlington, MA 02476
David Good
Chief Technology Officer*

*Telephone Number: 781-316-3343
Facsimile Telephone: 781-316-3339*

To: Andrew Flanagan, Deputy Town Manager

From: David Good, Chief Technology Officer

Date: June 11, 2015

I am writing you to request additional funding to close out our IT Operating Budget for Fiscal Year 2015. We have had to cover some unexpected expenses and also perform work that was not originally budgeted for in this Fiscal Year. We will need an appropriation of \$20,000.00 to cover the following expenses:

- \$4,600.00 Air Conditioning Repair Expenses
- \$5,000.00 Development and Tax Bill Re-Design Expenses for implementation of CPA
- \$4,000.00 Software changes to fix Electronic Payments Pages for new Town Web Site
- \$1,200.00 Maintenance Contract for GIS Rover Hand-Helds
- \$2,200.00 Install and Provision new Level 3 100MB Internet Connection
- \$3,000.00 Purchase Parts/Rebuild Community Safety ICS Backup Server

Some of these expenses were unavoidable others will be shifted to be paid at the beginning of the fiscal year as opposed to being paid in the month of June. Sorry to have to come to you for additional funding.

TOWN OF ARLINGTON

Joseph Connelly
Director of Recreation



PARK COMMISSIONERS
Leslie Mayer, Chairperson
Jen Rothenberg, Vice Chair
Shirley Canniff
Donald Vitters
Jim Robillard
Elena Bartholomew, Associate
Peter Hedlund, Associate

Recreation Department

M E M O

To: Andrew Flanagan, Deputy Town Manager
From: Joe Connelly, Director of Recreation
Date: June 12, 2015
Subject: Transfer for Dan McGrath Sick Time Buy Back

Please transfer \$11,564 from the general fund to the recreation enterprise fund 658 account for former Recreation Supervisor Dan McGrath's sick time and vacation time buy back.



**OFFICE OF THE TOWN CLERK
TOWN OF ARLINGTON
730 MASSACHUSETTS AVENUE
ARLINGTON, MA 02476**

**TOWN HALL
OFFICE HOURS
MONDAY, TUESDAY & WEDNESDAY
8 A.M. TO 4 P.M.
THURSDAY - 8 A.M. TO 7 P.M.
FRIDAY - 8 A.M. TO 12:00 P.M.**

**TELEPHONE
(781) 316-3070**

**STEPHANIE L. LUCARELLI
TOWN CLERK**

June 15, 2015

Mr. Allan Tosti, Chairman
Finance Committee

Re: Budget Transfer – Registrar of Voter's Office

I am requesting a budget transfer in the amount of \$2,700 for coverage of the step increases which were not given by the Payroll Department for Karen Foley.

Thank you for your attention to this matter.

Very Truly Yours,

Stephanie L. Lucarelli

Stephanie L. Lucarelli
Town Clerk

cc: Andrew Flanagan
Deputy Town Manager



PUBLIC WORKS DEPARTMENT
TOWN OF ARLINGTON
51 Grove Street, Arlington, Massachusetts 02476
Phone: (781) 316-3108 Fax: (781) 316-3281

Memo to: Andrew Flanagan
From: Mike Rademacher
Date: June 15, 2015
Subject: Transfer to Traffic Signal budget

This past year DPW has incurred significant unexpected costs associated with our Traffic Light – Contracted Services budget line. As you will likely remember, one of the signal mast arms at the intersection of Mass Ave and Pleasants Street, came down last October during a heavy wind storm. That incident caused us to evaluate the remaining mast arm at that location and determine it needed to be replaced to avoid an additional knock down.

The entire effort to replace these two mast arms (including design, parts and labor costs) totaled close to \$200,000. Approximately \$100,000 was covered with State Chapter 90 funds. The remaining amount was charged against the Traffic Light – Contracted Services budget line. This has resulted in a \$93,124 deficit in that line. While some years we may be able to cover that deficit, this year is difficult due to the exceptional winter weather.

In order to prevent the DPW budget from running an overall deficit in FY15, I am asked that \$50,000 be placed in the Street Light – Contract Services account. The account number is 0142084-5202.

Please contact me with any questions.

OFFICE OF THE BOARD OF SELECTMEN

KEVIN F. GREELEY, CHAIR
DIANE M. MAHON, VICE CHAIR
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.
DANIEL J. DUNN



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

MEMORANDUM

TO: Andrew Flanagan, Deputy Town Manager
From: Marie A. Krepelka, Board Administrator *MAK*
Subject: Fincom Transfer Request
Date: June 15, 2015

We request the transfer of \$4,086.58 from Acct# 0116282-5219 to Acct# 0116281-5100 to cover unanticipated amounts for the grey bills for election salaries (including custodial, PW, Police, electrician) in elections for FY 2015. Thank you

Arlington Police Department

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

Date: June 2, 2015
To: Andrew Flanagan
Deputy Town Manager
From: Frederick Ryan
Chief of Police
Re: FY15 Year End Budget

A handwritten signature in black ink, appearing to read "F. Ryan", is written over the "From:" line of the memo.

During FY15 the police department had 3 veteran employees separate service from the department resulting in about \$125,000 in unfunded buyout expenses. Given that all 3 buyouts occurred late in the fiscal year we were unable to absorb the buyout expenses with funded salaries. However, in anticipation of these employment separations, we were able to proactively modify scheduling/staffing, reduce training, postpone court cases, and take other measures to reduce the impact of the unfunded buyouts.

Further, on the expense side we were able to use alternative funding sources to create a surplus to the bottom line in an effort to use such surplus funds to offset the salary deficit.

Consequently we are requesting that \$40,000 be transferred from police expenses (0121082) to police personnel services (0121081). Please note, these projections assume that Public Works will facilitate payment of grey bill balances amounting to \$18,766 as of this date.

Proactive and Proud

Essex North Shore Agricultural & Technical School District

562 Maple Street, P.O. Box 346

Hathorne, MA 01937

(978) 304-4700

Bill to: Town of Arlington

Date: March 9, 2015

Adam W. Chapdelaine

Invoice #: 61A

730 Mass Ave., 2nd Fl

Arlington, MA 02476

Description

Amount

2014/2015 Ch. 74 Non Resident Tuition

\$25,611.60

Transportation

\$ 0.00

Total Due

\$25,611.60

Total payment due on or before March 31, 2015

\$ 25,611.60

(adjusted amount re: Rose Barinelli withdrawal on 1/5/15)

Transfers from the Reserve Fund Snow and Ice Deficit Financing Plan
6/15/15

Reserve Fund Beginning Balance	\$1,000,000	Transfer to
Transfer 9/10/14	(109,995)	Community Safety Building Project
Transfer 2/4/15	(20,000)	Treasurer - IT Consultant
Transfer 3/11/15	(155,000)	Veterans Aid
Reserve Fund Balance 6/12/15	\$715,005	
Anticipated Reserve Fund Transfers	(562,000)	Snow & Ice Deficit
	(60,000)	Fire Retirement Buyouts
	(5,450)	H & H Services Retirement Buyout & Out of Grade
	(20,500)	Treasurer Legal Expenses and Overtime
	(16,000)	Comptroller Retirement Buyout
	(11,564)	Recreation Employee Buyout
	(20,000)	IT Unanticipated Expenses
Reserve Fund Ending Balance	\$19,491	

Snow & Ice Deficit Financing Plan		
Total Deficit		\$1,497,399
Tax Rate		(500,000)
Reserve Fund		(562,000)
Group Health		(388,000)
DPW General Fund Budget		(47,399)
Final Deficit		<u>\$0</u>



Town of Arlington, Massachusetts

Special Award to Board of Selectmen for Supporting the ARMUN Program

Summary:

Isabella Liu, Director-General ARMUN HS Club

ATTACHMENTS:

Type	Description
 Reference Material	ARMUN Award and Certificates
 Reference Material	ARMUN Background



★★★★★

Special
AWARD

★★★★★



PRESENTED TO

Arlington Board of Selectmen

FOR

Your constant support of the ARMUN Program

Isabella Lin, Director-General ARMUN

MS Club

GIVEN BY

6/18/15

DATE

The Commonwealth of Massachusetts

The House of Representatives



Chris Barber
Rep. Christine Barber

Elizabeth A. Malia
Rep. Elizabeth A. Malia

Jay R. Kaufman
Rep. Jay R. Kaufman

James Arciero
Rep. James Arciero

Donald H. Wong
Rep. Donald H. Wong

Be it hereby known to all that:
The Massachusetts House of Representatives
offers its sincerest congratulations to:

The ARMAN Middle School Students
in recognition of

Their extensive Civic Engagement work.

The entire membership extends its very best wishes
and expresses the hope for future good fortune
and continued success in all endeavors.

Timothy A. Coomey, Jr.
Rep. Timothy A. Coomey, Jr.

Marc T. Lombardi
Rep. Marc T. Lombardi

Given this 6th day of April 2015

At the State House, Boston, Massachusetts

by:

Robert A. DeLeo

Robert A. DeLeo
Speaker of the House

Offered by:

Sean P. Garballey

State Representative

Sean P. Garballey



Commonwealth of Massachusetts
State Senate



Official Citation

Be it Known, that the Massachusetts Senate
Hereby extends its Congratulations to:

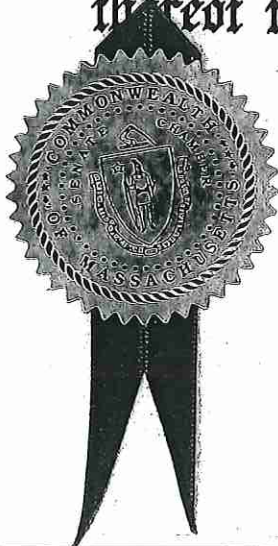
THE ARMUN MIDDLE SCHOOL STUDENTS

In Recognition of:

YOUR OUTSTANDING AND DEDICATED
COMMITMENT TO CIVIC ENGAGEMENT WORK

; and

Be it further Known that the Massachusetts
Senate extends best wishes for continued success;
that this Citation be duly signed by the
President of the Senate and attested to and a copy
thereof transmitted by the Clerk of the Senate.



By: Stan Rosenberg
President of the Senate

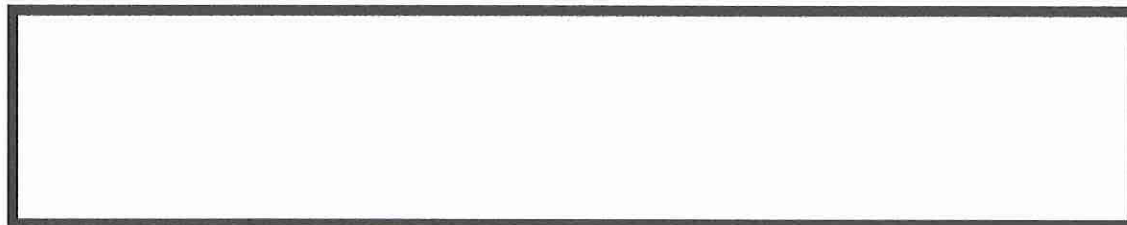
Attest: William F. Lohr
Clerk of the Senate

Offered by: Kenneth J. Donnelly
State Senator
KENNETH J. DONNELLY

Date: April 23, 2015

[MISSION \(/\)](#) [RECENT ACTIVITY \(/RECENT-ACTIVITY.HTML\)](#) [CONTACT \(/CONTACT.HTML\)](#) [HIGH SCHOOL CLUB \(/HIGH-SCHOOL-CLUB.HTML\)](#)[MIDDLE SCHOOL CLUB \(/MIDDLE-SCHOOL-CLUB.HTML\)](#) [MINIMUM FOR 5TH & 6TH GRADERS \(/MINIMUM-FOR-5TH-6TH-GRADERS.HTML\)](#) [MORE...](#)

Arlington Regional Model United Nations Clubs (ARMUN) (/)



ARMUN'S High School Model UN, Civic Engagement, and UNICEF Club is open to any student of high school age, from any area public or private school or who homeschools. This club has had members from at least two different area college prep private schools, from five different area public schools, and has had a number of homeschooling students as members over the past 7 years. It has also had public school students from North Carolina participate from a distance, at first communicating all via email and then advancing to including them in meetings via skype. This club is open to members from a distance participating via skype, but any such members would have to be committed to being vocal about their needs and what they are not getting, would need to be self-starters and highly motivated independent workers. Contact club Director Kim Holt if you are interested in participating in the club from a distance.


The High School Club does a variety of things throughout the year. In the early fall it is focused on putting together the "MiniMUN" conference for fifth and sixth graders, usually held in early November. It is also at the beginning of the fall making country selections for its registration for the National High School Model United Nations Conference, held in New York in March, and formulating a fundraising plan for NHSMUN and beginning the fundraising for that conference. After MiniMUN in early November, it is usually about the exact timing that we get our country and committee assignments for NHSMUN and decide who will be representing us on what committees debating what topics. At that time our attention turns to the research of our country and our specific topics, and we have til mid-late January to complete two position papers (one for each of the two committee topics in each committee) for each student, which must then be turned in to the conference leadership by a set date. Once the position papers are turned in, we focus our attention on preparing for the logistics of debate -- the rules of debate, public speaking, negotiating, how to write working papers and resolutions, and so forth. During this entire time we are also working on fundraising for the conference-related expenses. Finally the date of the conference arrives and we travel to NYC by bus for an exhausting, exhilarating four days of committee debate and Closing Ceremonies in the actual UN General Assembly Chambers.

Once the NHSMUN Conference is over, we write a formal report on our experience for the people who helped fund our experience and for other ARMUN supporters, and we engage in some form of local/global service activity during the spring. We also begin to prepare for the mid-late May United Nations Association of Greater Boston High School Model UN Conference, held at Northeastern University. This is a smaller conference and a very different experience than NHSMUN, and my past club members are pretty equally split on which they prefer. Preparation for this conference is much less rigorous and much less time-consuming, and the conference itself is just 8:30 - 4:30 on a Friday and Saturday (usually the week right after Advanced Placement exams end). After that conference, we usually have a few meetings to set up some details for MiniMUN the next fall, evaluate our experiences this school year, and then have a final meeting where we celebrate the students who are graduating and welcome any students who think they may be joining us in the fall. Over the summer we sometimes manage to get in a social event or two, such as a beach trip or a trip to Ryles Jazz Club to hear one of our members perform.

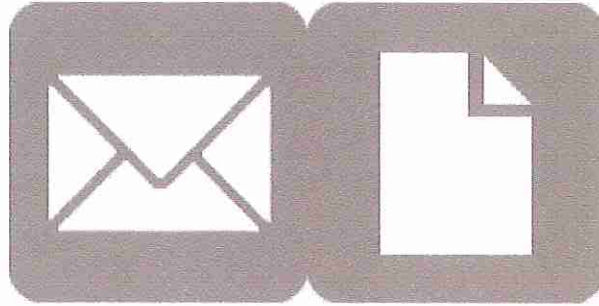
The ARMUN High School Club has traditionally met on Monday nights from 7:30 - 9:00 PM, and it is my expectation at

this time (late July 2014) that that will continue to be our meeting time in 2014-2015. However, the place of our meeting has yet to be determined.

WE A FREE WEBSITE ([HTTP://WWW.WEEBLY.COM/?UTM_SOURCE=INTERNAL&UTM_MEDIUM=FOOTER&UTM_CAMPAIGN=3](http://www.weebly.com/?utm_source=INTERNAL&utm_medium=FOOTER&utm_campaign=3))

POWERED BY ([HTTP://](http://www.weebly.com)
ITM 

. Arlington students take part in Model United Nations conference



COMMENT

0



Zoom

Kneeling on the front row left to right are Tyler McCombs, Varun Gopal, Milo Kiely-Song, Izaak Beusmans, Ansel Miller and Thomas Mayer. In the back row, standing left to right, are John Recroft, Jaeda Hamel, Isabella Liu, Jr. Advisor Claire Dickson, Oriana McKanan, Elizabeth Mulgrew de Laire, Jasmine Dimaculangan and Sarah Snyder. They all participated in a recent model UN conference. Courtesy photo

Posted Jun. 22, 2014 at 3:08 PM

ARLINGTON

Arlington sixth-grader Jaeda Hamel, who is schooled at home, was among 14 students representing the Arlington Regional Model United Nations (ARMUN) Clubs at the recent BrookMUN middle school Model United Nations Conference held at Brookline High School.

She represented India on the Human Rights Committee, which was debating the topic of Universal Primary Education, a role for which she was awarded Honorable Mention for Best Delegate. This was her second Model UN Conference.

Other students representing ARMUN at this conference included those who sat on the Economic & Social Council (ECOSOC), which debated issues related to Urban Development: Oriana McKanan, a fifth-grade homeschooled student from Somerville, who represented Cambodia; John Recroft, a fifth-grade homeschooled student from Gloucester who represented Australia; Thomas Mayer, a Waltham resident and middle school student at the Acera School in Winchester, who represented China and; Elizabeth Mulgrew de Laire, a Carlisle resident and Acera School middle school student who represented the Dominican Republic.

Other students were in the Disarmament & International Security Committee (DISEC), which debated the issue of Cyberwarfare. These students included a number of homeschooled students from area towns.

A fourth committee in which ARMUN had students was the Historical Crisis Committee, which was reenacting the events of World War I. In this committee were Varun Gopal, a sixth-grade Ottoson Middle School student who represented Japan; Milo Keily-Song, a fifth-grade Brackett School student who represented the USA; and Jasmine Dimaculangan, a Medford resident and Acera middle school student who represented Venezuela in the Historical Crisis Committee.

Accompanying the middle school students to this conference was ARMUN High School student Claire Dickson, a homeschooled student from Medford, who served as a junior advisor for this conference. Also serving as advisors were Club Director Kim Kay Holt and parent Tammy McKanan.

The students prepared for this conference over a several month period of time, studying both their countries and their topics, and then their country's specific position on their topic. They also learned the rules of debate, the process and format for writing a resolution, practicing public speaking skills, learning debate skills and techniques, learning negotiation skills and preparing

to debate as the delegate from the country they were assigned to represent at this conference.

At the conference they spent approximately five hours engaged in debate, and many of the committees were faced with an unexpected crisis to handle in the midst of an already difficult debate process.

The Arlington Regional Model United Nations (ARMUN) Clubs sponsors both a middle school and high school club that meet in Arlington throughout the school year and are open to any student of middle school/high school age, regardless of school attended.

The high school club is also actively at work on "MiniMUN III", a one-afternoon, no advance preparation-required model United Nations experience specifically for fifth and sixth-graders, tentatively scheduled for later this year on Sunday, Nov. 2.



Town of Arlington, Massachusetts

MassHousing 30-Day extension on the proposed Thorndike Place Application

Summary:

Gregory P. Watson, AICP, Manager of Comprehensive Permit Programs

ATTACHMENTS:

Type	Description
 Reference Material	MassHousing Extension Reply letter



Massachusetts Housing Finance Agency
One Beacon Street, Boston, MA 02108

TEL: 617.854.1000 | FAX: 617.854.1091
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June 22, 2015

VIA CERTIFIED MAIL

Kevin F. Greeley, Chair
Board of Selectmen
Town of Arlington
730 Mass Ave
Arlington, MA 02476

Re: Thorndike Place, Arlington MH # 778, 779

Dear Mr. Greeley:

I write in response to your letter dated June 9, 2015 requesting a 60-day extension beyond the initial 30-day comment period for the Town's review of the application under consideration for project eligibility for Thorndike Place that will expire July 10, 2015.

After careful consideration of your request, MassHousing will provide the Town of Arlington with a 30-day extension to comment on the proposed Thorndike Place application. I feel it is very important to note that this extension represents a significant departure from our typical review process. However, the Agency has agreed to this extension given the unique complexity of the issues the Town is reviewing in connection with the proposed development. Our decision to grant a 30-day extension represents our efforts to balance the Town's need for time with the statutory goal that the Comprehensive Permit process should be an expedited one.

The 30-day extension will be measured from the aforementioned expiration date and comments should be received by MassHousing no later than August 10, 2015.

If you have any questions, please do not hesitate to contact me at (617) 854-1880.

Sincerely,

Gregory P. Watson, AICP
Manager of Comprehensive Permit Programs

cc: Jay Ash, Secretary, EOHED
Chrystal Kornegay, Undersecretary, DHCD
Senator Kenneth J. Donnelly
Representative Sean Garballey
Representative David M. Rogers
Adam Chapdelaine, Town Manager, Arlington



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

EXECUTIVE SESSION



Town of Arlington, Massachusetts

Next Scheduled Meeting of Bos July 13, 2015